

SAN FRANCISCO PUBLIC LIBRARY



3 1223 06446 4069

5/5



San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library

190
SF
M90.3
#1
1/6/00
Special
c.2

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

Notice of Special Meeting and Agenda

Thursday 6 July 2000 • 6PM
401 Van Ness Ave • Room 335
San Francisco CA

Members:

Art Cimento
Carlota del Portillo
Joan Downey
Ellen Hayes
Jackie Landsman
Steven Lee
Niko Letunic
Daniel Murphy
Bruce Oka
David Pilpel
Bob Planthold
Norman Rolfe
Linton Stables
Harry Stern
1 vacancy

DOCUMENTS DEPT.

JUN 30 2000

**SAN FRANCISCO
PUBLIC LIBRARY**

Fax 6/29/00

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

Notices, agendas, and related materials will be posted on Muni's new web site shortly.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334. The conference room is to the right, down the inner hallway, and on your left.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Governments's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

MTA CAC – FINAL Agenda – 6 July 2000

- 190
1. Call to Order/Roll Call
 2. Self-Introduction of Members and Staff
 3. Elect Chair Pro Tem
 4. Public Comment
 5. Presentation on open meeting requirements including the Ralph M. Brown Act and the San Francisco Sunshine Ordinance (City Attorney's office) (INFORMATION ITEM)
 6. Communications
 7. Staff Report
 8. Members' Questions and Comments
 9. Adopt Rules of Order (ACTION ITEM) (Attachment)
 10. Presentation / Overview of current Municipal Railway organization, current issues, and near-term MTA Board policy matters (DISCUSSION ITEM)
 11. Establishment of MTA CAC standing committees (ACTION ITEM) (Attachment)
 12. Members' Priorities for consideration at future meetings (DISCUSSION ITEM)
 13. Review schedule and agenda items for the next meeting
 14. Public Comment
 15. Adjournment (intended time: not later than 9:00PM)

90.3
2
/6/00

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco

MINUTES

REGULAR MEETING – 6 July 2000

1. The meeting was called to order at 6:04 p.m. by David Pilpel.

Members present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Harry Stern

Members absent: Carlota del Portillo, Niko Letunic, Cynthia Low

MUNI staff, special guests, and members of the public were welcomed.

2. Linton Stables was elected Chairman Pro Tem. Those in favor of Linton Stables were: Art Cimento, Ellen Hayes, Steven Lee, Bruce Oka, Bob Planthold, Linton Stables, and Harry Stern. Those in favor of David Pilpel were: Joan Downey, Jackie Landsman, Daniel Murphy, David Pilpel, and Norman Rolfe.

Mr. Stables commended Mr. Pilpel for his preliminary work in getting the CAC established.

3. Public Comment

Andrew Sullivan presented a letter from Rescue Muni and asked the CAC to take a careful look at the Memorandum of Understanding (MOU) between the MTA and the Transport Workers Union (TWU).

4. Jackie Minor of the City Attorney's office made a presentation on open meeting requirements including the Ralph M. Brown Act and the San Francisco Sunshine Ordinance.

Daniel Murphy asked about CAC member conflict of interests. Jackie Minor suggested Clair Sylvia attend a meeting to discuss the matter.

5. Communications

It was noted that Cynthia Low has been appointed to the CAC by Supervisor Teng. A letter from MTA Board member Lim was noted.

Bruce Oka requested materials in large print – 16 point size.

DOCUMENTS DEPT.

AUG 31 2000

SAN FRANCISCO
PUBLIC LIBRARY

6. Lisa Mancini reported on the organizational chart of MUNI as it currently stands. MUNI staff made a brief presentation on the MOU between the MTA and TWU. The Service Standards were presented by MUNI staff.

PUBLIC COMMENT: Andrew Sullivan wondered how it would work if the union ratified the MOU and the CAC made a recommendation to changes that the MTA board agreed to. He wanted to understand the procedure.

David Pilpel wants information on Proof of Payment and noted he would like to know the cost to implement the MOU.

7. Members' Questions and Comments

Bob Planthold suggested asking the MTA Board about how the CAC can be of help to the board.

Jackie Landsman suggested a tour of Muni.

Norm Rolf expressed interest in SMFRIC's function and purpose.

David Pilpel suggested that the CAC office be included on the distribution list of monthly reports and would like information on how service changes take place. He also inquired about the timetable time frame. Lisa Mancini stated that the new timetables would be available at the end of summer. Pilpel asked for information about the SOMA service plan.

Joan Downey asked that Prop. E. service standard statistics be available on the website on a daily basis. Lisa Mancini replied that the first report would be done in November and there was no intention to log daily statistics on the website.

8. The CAC unanimously agreed to continue adoption of the rules to a future meeting. Several modifications were suggested.
9. A motion was made and was passed unanimously to establish an Ad Hoc Committee to review and make a recommendation to the full CAC on standing committees of the CAC. This Ad Hoc Committee is limited in scope to developing this proposal and will be abolished as of August 3, 2000. CAC members appointed to this committee are: Ellen Hayes, Jackie Landsman, David Pilpel and Linton Stables. They established a meeting on Monday, July 17 at 6:00 p.m. in Room 334. The Committee was directed to ask the MTA Board for any guidance on areas the CAC should study. Members agreed that the regular meeting time for the CAC would be 5:30 p.m. on the first Thursday of the month.
10. The CAC decided to hold a special meeting on Tuesday, July 25, 2000, at 5:30 p.m. in order to discuss the MOU between the MTA and the TWU. The MUNI staff will make a presentation and an effort will be made to invite the union to the meeting as well.

11. The next regular meeting will be at 5:30 p.m. on Thursday, August 3, and will include the Rules of Order; committee structure, election of officers, a presentation on conflict of interest, how to structure a facilities tour, SOMA service and a staff report on various issues raised at this meeting.

Harry Stern suggested that the CAC be careful in how issues are defined so time is spent on global issues rather than side issues.

Art Cimento suggested that management think about areas where input from the CAC would be helpful.

12. Public Comment

Andrew Sullivan noted that while integration of the Department of Parking & Traffic doesn't occur until mid-2002, there can be cooperation prior to that date to make the Transit First Policy stronger. The CAC can be a voice of the transit rider rather than the voice of car drivers.

13. The meeting was adjourned at 8:27 p.m.

F

190.3

1

7/17/00

Special
Ad Hoc

C.2 (Fax 7/14/00)

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

**Notice of Special Ad Hoc Committee
Meeting and Agenda**

Monday, July 17, 2000 • 6PM
401 Van Ness Ave • Room 334
San Francisco CA

Members:

Art Cimento
Carlota del Portillo
Joan Downey
Ellen Hayes
Jackie Landsman
Steven Lee
Niko Letunic
Cynthia Low
Daniel Murphy
Bruce Oka
David Pilpel
Bob Planthold
Norman Rolfe
Linton Stables
Harry Stern

DOCUMENTS DEPT.

JUL 17 2000

SAN FRANCISCO
PUBLIC LIBRARY

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call

Members of the ad hoc committee: Ellen Hayes, Jackie Landsman, David Pilpel, Linton Stables

2. Discuss and revise proposed committee structure to present to full CAC for adoption.
(ACTION ITEM) (Attachment)

3. Public Comment

4. Adjournment

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

90.3
2
7/00
usual

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

**Special Ad Hoc Committee
Meeting Minutes**

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

Monday, July 17, 2000 • 6PM
401 Van Ness Ave • Room 334
San Francisco CA

Members:

Ellen Hayes
Jackie Landsman
David Pilpel
Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call

The meeting was called to order at 6:00 p.m.

Members present: Ellen Hayes, Jackie Landsman, David Pilpel, Linton Stables

Members absent: None

2. Approval of minutes

3. Discuss and revise proposed committee structure to present to full CAC for adoption.
(ACTION ITEM) (Attachment)

Muni Strategic Plan

The committee structure will be in alignment with the strategic goals of Muni. The focus will be on the major areas of concern (i.e., service design, budget management, operating agreements, labor relations/personnel, customer service, revenue, safety, scheduling, etc.). The CAC also needs to determine what is involved to achieve the strategic goals.

Conclusion

The CAC ad hoc committee made a decision to recommend adoption of five (5) Citizens' Advisory Council committees. They are as follows:

- Service Design and Marketing
(Public Relations/Media, Routes, Schedules, Fares and Marketing)
- Service Reliability and Quality
(Operations, Customer Service, Customer Communications and Vehicle Cleanliness)
- Maintenance and Engineering
(Vehicles, Facilities and Capital Projects)
- Finance and Administration
(Management, Budget, Service Standards, Contracts and Labor Relations/Personnel, data collection and analysis)
- Safety and Training
(Safety, Training, Claims, and accessibility for passengers and pedestrians.)

Committee Structure

- There should be at least three (3) and fewer than eight (8) people per committee. If there are fewer than three (3) people interested, no committee will be formed.
- Possibly joining smaller committees or having joint meetings if there is not enough interest for separate committees

3. Public comment

None

4. Adjournment

The meeting was adjourned at 7:25 p.m.

3F
190.3
1
/25/00
2

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

Notice of Special Meeting and Agenda

Tuesday, July 25, 2000 • 5:30PM
401 Van Ness Ave • Room 334
San Francisco CA

Members:

Art Cimento
Carlota del Portillo
Joan Downey
Ellen Hayes
Jackie Landsman
Steven Lee
Niko Letunic
Cynthia Low
Daniel Murphy
Bruce Oka
David Pilpel
Bob Planthold
Norman Rolfe
Linton Stables
Harry Stern

DOCUMENTS DEPT.

JUL 14 2000

**SAN FRANCISCO
PUBLIC LIBRARY**

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call
2. Discuss and adopt a position on the Memorandum of Understanding (MOU) between the Municipal Transportation Agency and Transport Workers Union Local 250A.

(ACTION ITEM) (Attachment)

3. Public Comment
4. Adjournment

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

SF
M90.3
#1
7/25/00
Special
Ad Hoc
C.2

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

**Notice of Special Ad Hoc Committee
Meeting and Agenda**

Tuesday, July 25, 2000 • 7PM
401 Van Ness Ave • Room 334
San Francisco CA

07-25-00A11-67 RCVD

Members:

Ellen Hayes
Jackie Landsman
David Pilpel
Linton Stables

DOCUMENTS DEPT.

JUL 25 2000

SAN FRANCISCO
PUBLIC LIBRARY
Fax 7/24/00

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call

Members of the ad hoc committee: Ellen Hayes, Jackie Landsman, David Pilpel, Linton Stables

2. Discuss and revise proposed committee structure to present to full CAC for adoption.
(ACTION ITEM) (Attachment)

3. Public Comment

4. Adjournment

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

90.3

2

7/25/00
Special

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

**Special Meeting of the Citizens' Advisory Council
Minutes**

Tuesday, July 25, 2000
5:30 PM

401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

✓
Ellen Hayes
Jackie Landsman
David Pilpel
Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, suite 334
San Francisco, CA 94102-4524

Tel: 415-554-4129 (voicemail)
Fax: 415-554-4143

DOCUMENTS DEPT.

AUG 31 2000

SAN FRANCISCO
PUBLIC LIBRARY

Citizens' Advisory Council
Minutes
July 25, 2000

1. Call to Order/Roll Call

The meeting was called to order at 5:35 p.m.

Members present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee, Niko Letunic, Daniel Murphy, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members absent: Carlota del Portillo, Cynthia Low, Bruce Oka, Harry Stern

2. Discuss and adopt a position on the Memorandum of Understanding (MOU) between the Municipal Transportation Agency and Transport Workers Union Local 250A.

Larry Williams, Deputy General Manager, Human Resources Labor Relations & EEO highlighted the major changes in the MOU.

David Pilpel asked if copies of the presentation are available to the CAC and for the public. Mr. Pilpel and attendees were assured that in accordance to the Public Information Act copies of the presentation would be made available.

Public comment

Barbara Brooks voted in favor of the MOU but thinks it needs more clarification. She adds that the drivers have to give up a little to get some of the good things in the MOU.

John Murray's main concern is absenteeism. He noted that it is very difficult to take time off in order to take care of personal business. It's hard to look at the contract if you are not working under the conditions that the drivers work under.

Loretta Steptoe stated that the equipment is old. They are required to work 10 hours straight on over crowded and dirty buses. She works under very poor working conditions and management should address these problems and get better equipment.

Andrew Sullivan of Rescue Muni discussed his letter to the MTA. There are a few concerns about the contracts. The two major issues were merit pay and salary formula. He stated that real bonuses to good service should be awarded and the salary formula rate was not specified in the MOU.

Barry McGrutter sees no improvements. The problems include double headway, not enough buses are available, buses breaking down, lack of restroom facilities, shortage of long buses during rush hour, tight schedules, and no allowance for breaks/lunch breaks.

Robert Parks does not agree with the accident provision. Any avoidable accident can be chargeable. A driver's A or B rating can easily be changed to a C rating.

Ellen Murray feels that drivers need more respect and should be treated in a fair manner. She was not in favor of the MOU. She commented that schedules need improving, there should be an increase in work rules, an increase in staffing, and the driver's need for sick leave.

Serafin Verdugo wants to see more buses and a complete fleet. The same goes for more manpower. Expert pay should be 3 years instead of 5 years.

An anonymous transit operator addressed his frustration working 9-10 hours without a break or being able to go to the restroom. His experience with worker's compensation regarding assault pay is unreliable, especially, having to wait 90 days for a check.

Jim Chappell of SPUR stated the importance of providing service to the riders. Prop E is not an attack toward the operators but a step to improve management.

Carl Anderson states that inadequate staffing has prevented him from taking a vacation in 2 years and requires him to work 6-7 days per week. He also noted that sick time is necessary and being on time is not attainable.

Recommendations:

The Citizens' Advisory Council would like to make the following recommendations to management and the MTA Board:

- Recommend a new contract to comply with charter Section 8A104(m) and to provide incentive and bonuses for achievement of service standards. Section 8A103(c) and other standards and milestones adopted pursuant to Section 8A103.
- Recommend that additional clarity and specificity is brought to contract provisions that are vague and unnecessarily open to interpretation.
- Recommend that contract provisions address the provision of appropriate facilities and breaks during regular shifts and accommodations are made to reduce stress for improved performance.

3. Public comment

None

4. Adjournment

The meeting was adjourned at 8:10 p.m.

3F
190.3
1
8/3/00

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco

Notice of Meeting and Agenda

Thursday, August 3, 2000 • 5:30PM
401 Van Ness Ave • Room 334
San Francisco CA

07-25-00A11:57 R

DOCUMENTS DEPT.

JUL 25 2000

SAN FRANCISCO
PUBLIC LIBRARY

Members:

Art Cimento, Carlota del Portillo, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee
Niko Letunic; Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel
Bob Planthold, Norman Rolfe, Linton Stables, Harry Stern

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call 5:30
2. Self-introduction of Members and Staff 5:35
3. Approval of Minutes. 5:40
(ACTION ITEM) (Attachment)
4. Public Comment 5:45
5. Report of the Chair Pro Tem 5:50
6. Communications 5:55
7. Discuss and adopt Rules of Order. (ACTION ITEM) (Attachment) 6:00
8. Election of officers. (ACTION ITEM) 6:15
9. Discuss and adopt committee structure, *ad hoc* committee report. Discuss committee assignments. (ACTION ITEM) (Attachment) 6:25
10. Staff Report; Muni staff responses to previous questions from Members, reports on current and upcoming issues. (INFORMATION ITEM) 6:35
11. Review committee tasks and agenda items for next meeting. 7:20
12. Public Comment 7:25
13. Adjournment 7:30

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Governments's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

90.3
2
13/00

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

DOCUMENTS DEPT.

MINUTES

SEP 12 2000

REGULAR MEETING – 3 August 2000

SAN FRANCISCO
PUBLIC LIBRARY

1. The meeting was called to order at 5:32 p.m. by Mr. Stables.

Members present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee, Niko Letunic, Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Harry Stern

Members absent: Carlota del Portillo

MUNI staff, special guests, and members of the public were welcomed.

2. Approval of the 7/6 and 7/25 minutes was continued to a future meeting.
3. There was no public comment.
4. Mr. Stables reported that he asked the MTA Board at their 1 August 2000 meeting for input about tasks the CAC could take on. He also presented the CAC's recommendations regarding the TWU MOU which the MTA board then took under advisement.
5. Communications

A memo from Lisa Mancini was distributed responding to items raised at the last meeting. Linton Stables reported that according to the city attorney it is highly unlikely that there would be any conflict of interest since members of the CAC serve in an advisory role only.

Dan Murphy asked for a response from the city attorney in writing about possible conflicts for any member who owns stock in a company or who works for a company that is bidding on a contract or currently doing business with Muni.

6. The following changes were made to the Rules of Order Draft 1.3:
 - a. Article 2, Section 2 Change "in a calendar year" to "any 12 month period".
 - b. Article 2, Section 3 Add "eleven". "Terms of the other eleven appointees shall be staggered...."
 - c. Article 4, Section 10. Change "ten" to "five" in the last sentence. "The officially adopted minutes shall be available for inspection and copying no later than five working days after the meeting..."

The Rules as amended were adopted unanimously (Del Portillo-absent).

7. Linton Stables was elected chair and David Pilpel was elected vice-chair unanimously (Del Portillo-absent).
8. The Council discussed and adopted a committee structure, in accordance with the *ad hoc* committee report. Committee assignments were made by the Chair.

The following committees were established and members assigned:

- a. Service Design and Marketing – David Pilpel (Chair), Cynthia Low, Niko Letunic,

- Norm Rolfe, Jackie Landsman, Harry Stern, Ellen Hayes
- b. Service Reliability and Quality – Jackie Landsman (Chair), Bruch Oka, Daniel Murphy, Norm Rolfe.
 - c. Maintenance and Engineering – Bob Planthold (Chair), Steven Lee, Art Cimento, Linton Stables
 - d. Finance and Administration – Daniel Murphy (Chair), Bob Planthold, Art Cimento, David Pilpel, Joan Downey, Ellen Hayes
 - e. Safety, Training and Accessibility – Bruce Oka (Chair), Harry Stern, Steven Low

The report of the *ad hoc* committee was accepted and the committee was discharged with thanks. This committee structure will be reviewed in January. Mr. Stables said that the committees would be responsible for taking minutes as there wasn't any Muni staff available at this time to staff the committees, however Muni would post agendas and minutes. After discussion, it was agreed that the general manager would be requested to make staff available to cover committee meetings. There was also discussion about whether eight members of the CAC could attend a committee meeting without violating the Sunshine Ordinance. The City Attorney will be asked for a response.

9. Debbie Dennison presented the Prop. E service standards. Vince Harris, Patty DeVlieg and Bill Neilson presented the rail replacement program. The K-Line service plan was referred to the Maintenance and Engineering committee.

Also discussed was a tour for the CAC. It was agreed that it would be scheduled for two different days, it would be for four hours, it would include a visit to central control and to one division for each mode (diesel, trolley, LRV). The tour at the division will be conducted from the perspective of the driver and the union leadership will be informed.

10. Review committee tasks and agenda items for next meeting.

At the next meeting the following items will be presented: lottery for staggered terms; statement of purpose; and tour details. Referred to committee are: K-line service plan; SOMA/Potrero Hill service changes; sign-ups; timetable timeframe and distribution; Prop. E service standards and the process for service changes.

The CAC asked for an updated member contact sheet, the list of committees and members; that the CAC rules be sent to the Board of Supervisors and the Public Library, and; that the CAC be kept apprised of the TWU MOU negotiations. A presentation of the Third Street Corridor Plan will be scheduled for a future meeting.

David Pilpel will contact individuals who may wish to receive the CAC agenda and urge them to contact Muni to be added to the mailing list.

11. There was no public comment.
12. The meeting was adjourned at 7:55 p.m.

2
90.3
17/00

**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, September 7, 2000 • 5:30PM
401 Van Ness Ave • Room 334
San Francisco CA

Members:

Art Cimento, Carlota del Portillo, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel
Bob Planthold, Norman Rolfe, Linton Stables, Harry Stern

DOCUMENTS DEPT

AUG 31 2000

SAN FRANCISCO
PUBLIC LIBRARY

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call. 5:30
2. Self-introduction of Members and Staff. 5:35
3. Review and adopt minutes of July 6, July 25, and August 3, 2000, meetings. 5:40
(ACTION ITEM) (Attachment)
4. Public Comment. 5:45
5. Report of the Chair 5:50
 - a. Conflict of Interest, memorandum from City Attorney's office.
 - b. Plans for facilities tour
6. Staff Report; Muni staff responses to previous questions from Members, reports 5:55
on current and upcoming issues. (INFORMATION ITEM)
 - a. Responses to previous CAC questions.
 - b. New Tentative Agreement between MTA and TWU.
 - c. APTA Conference.
6. Council Members' questions and comments. 6:35
7. Committee Reports. (INFORMATION ITEM) 6:50
 - a. Service Design and Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting. 7:15
9. Drawing for terms in accordance with Rules of Order. 7:20
10. Public Comment 7:25
12. Adjournment 7:30

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Governments's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

F
190.3
2
9/7/00
revised

Municipal Transportation Agency Citizens' Advisory Council City and County of San Francisco

MINUTES

DOCUMENTS DEPT.

Regular Meeting
Thursday, September 7, 2000
5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

OCT 10 2000

SAN FRANCISCO
PUBLIC LIBRARY

1. The meeting was called to order at 5:35 p.m. by Mr. Stables.

Members present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman, Steven Lee, Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members absent: Carlota del Portillo, Harry Stern

MUNI staff and members of the public were welcomed.

2. Self-introduction of Members and Staff was made. Niko Letunic has resigned as a committee member.
3. Minutes of the July 6, July 25, and August 3, 200 meetings were approved. It was agreed that in future minutes the maker and seconder of each motion will be noted. Minutes will also include a list of pending items.
4. There was no public comment.
5. Report of the Chair:
 - a. The Conflict of Interests memorandum from the City Attorney's office was not available. Claire Sylvia of the City Attorney's office is writing the Conflict of Interest memo.
 - b. Plans for a full tour of Muni facilities were discussed. The tour, which will be open to the public, will be held on October 14 from 9:00 a.m. to 1:00 p.m. The tour will include visits to Central Control, Metro, Woods, Marin, Portrero, Flynn, and Cable Car Divisions. The entire tour is expected to last approximately 4 hours. Mr. Stables declared that this would be a public meeting and would have to be noticed as such.
 - c. Mr. Stables reported there were no CAC reports to MTA Board this month. He also reported that he agreed with a suggestion to move up staff reports in the CAC agendas in order to allow staff to leave early from meetings.

6. Staff Report:

- a. Responses to previous CAC questions were raised. Mr. Pilpel emphasized that the secretary position for the Council is still vacant (since July). The CAC's request for a list of existing reports from MTA was not honored. It was also suggested that the CAC establish a small library of these documents that would be made available to the public.
- b. Larry Williams, Deputy General Manager of Labor Relations and EEO, was on hand to discuss the status of the Tentative Agreement (TA) with TWU. The second TA is currently open to public comment until September 24. If this agreement is ratified, it must be acted on by the MTA Board by September 24. If it is not approved, the existing contract will remain in place for the next fiscal year. Mr. Pilpel asked if the CAC's recommendations from the special meeting of July 25 were incorporated in the latest version of the tentative agreement. Mr. Williams responded that they were not specifically included, but they had been part of the discussion.
- c. APTA Conference: The APTA Conference will be held from September 23 -27, 2000. The national Rodeo competition will take place at 3COM Park from September 23-24. The Conference will take place at the Hilton Hotel from September 25 - 27, 2000. Mr. Paul Czechowicz has information about programs. There will be badges for the CAC at the host desk at the Hilton.

7. Committee Reports:

- a. The Service Design and Marketing Committee will hold its first meeting on Friday, September 22 at 5:00 p.m. at 401 Van Ness Avenue.
- b. The Service Reliability and Quality Committee meeting was held on August 31. Jackie Landsman, Committee Chair, reported that the Committee agreed on objectives. They are: 1) Investigate schedule adherence; 2) Bus cleaning standards; and 3) Review Passenger Service Report process. Mr. Oka suggested obtaining a report of historical service from Operations to determine the key causes of why buses are not running on time. The next meeting is scheduled for September 28, 2000 at 5:00 p.m.
- c. The Maintenance and Engineering Committee held its meeting on Friday, September 1 at 8:30 a.m. Bob Planthold, Committee Chair, reported that Vince Harris and Fred Stephens were on hand to discuss upcoming projects, such as Third Street and Central Subway light rail projects. The Committee has agreed to meet at 3:30 p.m. the third Thursday of each month at 1145 Market St, 6th Floor conference room.
- d. The Finance and Administration Committee has not met.
- e. The Safety, Training and Accessibility Committee has not met.

8. The CAC members had the following comments and requests for information:

Ellen Hayes asked about the Muni maps as they are not available in convenient places for tourists and regular Muni riders. Ms. Hayes asked that the Communications department draft a letter to the editors of the Chronicle and Examiner telling them that a new Muni Map was available and noting where the public can purchase them.

Joan Downey asked about the relationship between Friends of Muni and Muni. She quoted from a letter in which "Friends of Muni" were honored as "Muni's eyes and ears". No one has heard of Friends of Muni.

David Pilpel wants to have a discussion on the CAC regarding DPT and Police Department enforcement of transit lanes. Mr. Pilpel emphasized that traffic enforcement is necessary and wondered how that gets prioritized and accomplished.

Norm Rolfe requested a copy of the SMFRIC report for discussion at that meeting.

It was announced that Bob Kuo is no longer Deputy General Manager of Finance and Administration.

The next CAC meeting will be held on Thursday, October 5, 2000, at 5:30 p.m.

10. The results of the drawing for terms in accordance with Rules of Order were:

Member:	Term ends on:
Art Cimento	07/01/2002
Carlota del Portillo	07/01/2001
Joan Downey	07/01/2003
Ellen Hayes	07/01/2004
Jackie Landsman	07/01/2004
Steven Lee	07/01/2002
Sup. Katz's appointee	07/01/2004
Cynthia Low	07/01/2003
Daniel Murphy	07/01/2002
Bruce Oka	07/01/2003
David Pilpel	07/01/2003
Bob Planthold	07/01/2002
Norman Rolfe	07/01/2001
Linton Stables	07/01/2001
Harry Stern	07/01/2001

11. There was no public comment.

12. The meeting was adjourned at 7:35 p.m.

19)
SF
M90.3
v.1
0/5/00
c.2
y 10/2/00)

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, October 5, 2000 • 5:30PM
401 Van Ness Ave • Room 334
San Francisco CA

DOCUMENTS DEPT.

OCT - 3 2000

SAN FRANCISCO
PUBLIC LIBRARY

Members:

Art Cimento, Carlota del Portillo, Joan Downey, Ellen Hayes, Jackie Landsman,
Steven Lee, Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel
Bob Planthold, Norman Rolfe, Linton Stables, Harry Stern

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call. 5:30
2. Review and adopt minutes of September 7, 2000 meeting. 5:35
(ACTION ITEM) (Attachment)
3. Public Comment. 5:40
4. Report of the Chair 5:45
 - a. Conflict of Interest memorandum from City Attorney's office.
 - b. Plans for facilities tour
5. Staff Report; Muni staff responses to previous questions from Members, reports 5:55
on current and upcoming issues. (INFORMATION ITEM)
 - a. South of Market Service Plan
 - b. Public outreach for J-line re-rail
 - c. TWU-250A negotiations
6. Council Members' questions and comments. 6:35
7. Committee Reports. (INFORMATION ITEM) 6:50
 - a. Service Design and Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting. 7:15
9. Adjournment 7:30

Disability Access

19) This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Governments' duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

19) **Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

DRAFT MINUTES

Regular Meeting
Thursday, October 5, 2000
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

NOV - 1 2000

SAN FRANCISCO
PUBLIC LIBRARY

1. The meeting was called to order at 5:35 p.m. by Mr. Stables.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Cynthia Low, Daniel Murphy, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members Absent: Carlota del Portillo, Jackie Landsman, Steven Lee, Bruce Oka, Harry Stern

2. The minutes of September 7, 2000 were approved as amended.
3. Public Comment

No public comment was received.

4. Report of the Chair

- a. Conflict of Interest memorandum from City Attorney's office.

Muni staff will contact the City Attorney's office to inquire when the memorandum will be completed and forwarded to the Council.

- b. Plans for Facilities Tour

The facilities tour will be on Saturday, October 14, 9 a.m.-1 p.m. The tour will begin at 401 Van Ness Avenue. A notice of this special meeting will be mailed. The tour include Central Control, Metro, Potrero and Flynn Divisions with a stay of 45 minutes at each facility.

Mr. Pilpel requested the tour include 700 Pennsylvania Street so CAC members can see where the facility is located.

...the ... of ...

CHAPTER 1

SECTION 1

...the ...

...the ...

...the ...

...the ...

...the ...

...the ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

- 19)
5. Staff Report: Muni staff responses to previous questions from Members, reports on current and upcoming issues. (INFORMATION ITEM)

- a. South of Market Service Plan

Peter Straus, Manager of Service Planning discussed the South of Market Service Plan.

Mr. Pilpel asked for the specific headway times for expanded service on the 12 line. Mr. Straus will mail the Council information on the headway times for South of Market Service.

Mr. Stables asked whether consideration had been given to increasing service near the College of Arts and Crafts, located near 7th and Deharo Streets. Mr. Straus stated service in this area is to be reviewed under the Mission Bay Plan. He also stated new maps and timetables would be distributed in either January or March but that a final decision has yet to be made.

- b. Public Outreach for J Line Re-Rail

Two public meetings will be held on October 19 and November 2. Information will be posted on the Muni's website, a hot line will be established, car cards will be posted on all vehicles. Prior to the project beginning, service quality teams will be passing out information flyers. Muni staff will provide CAC members with the flyers when they are produced.

Mr. Pilpel asked for a copy of the project plan. Mr. Pilpel also asked that a report be done at next meeting on the Eureka/17th St. clean up.

- c. TWU-250-A Negotiations

Muni staff had no new information to report.

6. CAC members' Questions and Comments

Mr. Pilpel asked that the CAC be provided with the recent study on the G line done by the Transportation Authority. Review and discussion of the study will be referred to the Safety, Training and Accessibility Committee.

Ms. Downey reported that Rescue Muni received a copy of a letter from a citizen about an employee memo saying that overtime would only be approved if three buses in a row were missing. Muni staff will investigate whether there is a written policy and, if there is such a policy, a copy will be provided to the CAC.

Mr. Pilpel inquired about staff. Muni staff reported that interviews will be conducted next week.

...the ... of ...

...

...the ... of ...

...the ... of ...

...the ... of ...

...

...the ... of ...

...the ... of ...

...

...

...

...the ... of ...

...the ... of ...

...the ... of ...

9) Mr. Pilpel inquired whether staff had developed a pending list for the CAC. Muni staff reported that a list is being developed will be forthcoming.

Mr. Czechowicz reported that Muni's new Finance Director, Ms. Virginia Harrington, began work this week.

7. Committee Reports (INFORMATION ITEM)

Muni staff will mail committee and CAC agendas to members who request it.

- a. Service Design and Marketing. No meeting has been held to date.
- b. Service Reliability and Quality. No meeting has been held to date.
- c. Maintenance and Engineering. Mr. Planthold reported that the committee was given a tour of the Engineering offices at 1145 Market Street during its last meeting.
- d. Finance and Administration Committee will meet at 5:30 p.m. on Tuesday, October 10, at 401 Van Ness Avenue, Room 334. It will be the committee's first meeting. Organizational structure of the committee will be discussed at that time.
- e. Safety, Training and Accessibility. No report was submitted.

8. Review committee tasks and agenda items for next meeting.

Mr. Pilpel asked for a presentation by the auditor of Muni.

Ms. Hayes asked for a presentation on run time analysis and how special events impact transit and how the public is notified of transit changes.

Mr. Planthold asked for a report on what groups are associated with Muni and with the Trust Fund.

Three topics will appear on all future agendas. They are: staff reports, presentation items and a feature presentation.

9. Adjournment

The meeting was adjourned at 7:05 p.m.

The first part of the paper discusses the importance of the study and the objectives of the research. It also provides a brief overview of the methodology used in the study.

The second part of the paper presents the results of the study. It includes a detailed description of the data collected and the analysis performed. The results are presented in a clear and concise manner, with appropriate use of tables and figures.

The third part of the paper discusses the implications of the study. It includes a discussion of the limitations of the study and the potential for future research. The paper concludes with a summary of the findings and a final statement on the importance of the study.

The fourth part of the paper provides a detailed description of the methodology used in the study. It includes a discussion of the data collection methods, the sampling strategy, and the statistical analysis performed. The methodology is described in a clear and concise manner, with appropriate use of tables and figures.

The fifth part of the paper presents the results of the study. It includes a detailed description of the data collected and the analysis performed. The results are presented in a clear and concise manner, with appropriate use of tables and figures.

The sixth part of the paper discusses the implications of the study. It includes a discussion of the limitations of the study and the potential for future research. The paper concludes with a summary of the findings and a final statement on the importance of the study.

9
**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

DRAFT MINUTES

Special Meeting
Saturday, October 14, 2000
9:00 AM-1:00 PM
401 Van Ness Avenue
San Francisco, CA

1. The meeting was called to order at 9:10 a.m. by Mr. Stables.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Daniel Murphy, David Pilpel, Bob Planthold, Norman Rolfe,
Bruce Oka, Linton Stables

Members Absent: Steven Lee, Harry Stern

2. Public Comment

No public comment was received.

3. Tour bus left for Central Control at 9:15. The following sites were visited:

- a. Central Control-Mr. David Hooper gave a description of the facility and the mission of Central Control.
- b. Green Division-Ms. Kathy Forrester gave a description of the operator dispatch functions and rail supervision. Mr. Louis Maffe took the group on a tour of the Metro Shops.
- c. Potrero Division- Mr. Ed Wong described the functions at Potrero Division and detailed the service the division provided.
- d. Flynn Division- Michael Elliot led the group through the facility and described the operations functions at the division. Mr. Ken Sapp described the maintenance functions at the division for the group.

4. Adjournment

The meeting was adjourned at 12:55 p.m.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

BY J. H. VAN NUNN

AND

W. R. HAYES

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO PRESS

1954

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

BY J. H. VAN NUNN

AND

W. R. HAYES

CHICAGO, ILLINOIS

196
90.3
1
/14/00
2
10/10/00)
**Municipal Transportation Agency Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Saturday, October 14, 2000

9:00 AM-1:00 PM

401 Van Ness Ave

San Francisco, CA

Members:

Art Cimento

Carlota del Portillo

Joan Downey

Ellen Hayes

Jackie Landsman

Steven Lee

Niko Letunic

Cynthia Low

Daniel Murphy

Bruce Oka

David Pilpel

Bob Planthold

Norman Rolfe

Linton Stables

Harry Stern

DOCUMENTS DEPT.

OCT 12 2000

SAN FRANCISCO
PUBLIC LIBRARY

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call 9:00AM
2. Public Comment
3. Board bus in front of 401 Van Ness 9:10AM
4. Begin Muni Tour at Central Control. The tour will proceed to Green, Flynn and Potrero divisions with a brief stop at 700 Pennsylvania
5. Adjournment at 401 Van Ness 1:00PM

Disability Access

196 This meeting will be a tour of Muni facilities aboard an accessible Muni bus. The bus will be boarded in front of 401 Van Ness Ave. All facilities included in the tour, Central Control, Green Division, Flynn Division and Potrero, are accessible.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at <http://www.ci.sf.ca.us/ethics/>.

1

90.3
2
/14/00
Special
draft

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

DRAFT MINUTES

Special Meeting
Saturday, October 14, 2000
9:00 AM-1:00 PM
401 Van Ness Avenue
San Francisco, CA

DOCUMENTS DEPT.

OCT 27 2000

SAN FRANCISCO
PUBLIC LIBRARY

1. The meeting was called to order at 9:10 a.m. by Mr. Stables.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Daniel Murphy, David Pilpel, Bob Planthold, Norman Rolfe,
Bruce Oka, Linton Stables

Members Absent: Steven Lee, Harry Stern

2. Public Comment

No public comment was received.

3. Tour bus left for Central Control at 9:15. The following sites were visited:

- a. Central Control-Mr. David Hooper gave a description of the facility and the mission of Central Control.
- b. Green Division-Ms. Kathy Forrester gave a description of the operator dispatch functions and rail supervision. Mr. Louis Maffe took the group on a tour of the Metro Shops.
- c. Potrero Division- Mr. Ed Wong described the functions at Potrero Division and detailed the service the division provided.
- d. Flynn Division- Michael Elliot led the group through the facility and described the operations functions at the division. Mr. Ken Sapp described the maintenance functions at the division for the group.

- 4 Adjournment

The meeting was adjourned at 12:55 p.m.

0.3
2/00
2

Municipal Transportation Agency Citizens' Advisory Council City & County of San Francisco

Notice of Meeting and Agenda

Thursday, November 2, 2000 • 5:30PM
401 Van Ness Ave • Room 334
San Francisco CA

Members:

Art Cimento
Joan Downey
Ellen Hayes
Jackie Landsman
Steven Lee
Niko Letunic
Cynthia Low
Daniel Murphy
Bruce Oka
David Pilpel
Bob Planthold
Norman Rolfe
Linton Stables
Harry Stern

DOCUMENTS DEPT.

NOV - 1 2000

SAN FRANCISCO
PUBLIC LIBRARY

FAY 10/27/00

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Ave Ste 334
San Francisco CA 94102-4524

(415) 554-4129 Voice • (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call. 5:30
2. Review and adopt minutes of October 5, and October 14, 2000 meetings. 5:35
(ACTION ITEM) (Attachments)
3. Public Comment. 5:40
4. Report of the Chair 5:45
 - a. Conflict of Interest memorandum from City Attorney's office.
 - b. Clerical Staff
5. Staff Report; Muni staff responses to previous questions from Members, reports 5:55
on current and upcoming issues. (INFORMATION ITEM)
 - a. TWU-250A negotiations
 - b. Update on STRP and CIP revisions
6. Council Members' questions and comments. 6:35
7. Committee Reports. (INFORMATION ITEM) 6:50
 - a. Service Design and Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting. 7:15
9. Adjournment 7:30

Disability Access

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Evelyn Merrill at least 72 hours in advance of need at (415) 554-4129.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under The Sunshine Ordinance

Governments's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Ave, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554-7724; by fax at 415 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec. 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market St Ste 701, San Francisco CA 94102,

telephone (415) 554-9510, fax (415) 703-0121, or visit their web site at
<http://www.ci.sf.ca.us/ethics/>.

F
90.3
2
12/00

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, November 2, 2000
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

DEC 14 2000

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 5:40 p.m.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman, Daniel Murphy, Bruce Oka, Bob Planthold, Norman Rolfe, Linton Stables
Members Absent: Steven Lee, Cynthia Low, David Pilpel

2. The minutes of Regular Meeting on October 5 and Special Meeting on October 14, 2000 were approved.

3. Public Comment

No public comment was received.

4. Report of the Chair

- a. Mr. Stables noted the death of CAC member Harry Stern.
- b. The Potential Conflicts of Interest for Members of the Citizens' Advisory Council memorandum from the City Attorney's office dated October 20, 2000 was circulated to the Committee.
- c. Christine Butler will join Muni on November 13 as the secretary to the CAC. The CAC will continue to forward items through Paul Czechowicz regarding Muni business.
- d. Mr. Stables reported the outcome of the CAC Facilities tour to the MTA Board of Directors on October 17. Mr. Stables will prepare a regular monthly report of CAC activities to keep the MTA Board apprised of our activities. The Board will continue to keep CAC on their agenda even if there is nothing to report.

5. Staff Report: Muni staff responses to previous questions from Members, reports on current and upcoming issues. (INFORMATION ITEM)

- a. TWU-250A negotiations

Larry Williams, Deputy General Manager of HR, Labor Relations & EEO gave an overview of the current TWU-250A Tentative Agreement dated October 21, 2000. Topics covered: Wage progression, holiday pay, vacation time, regular days off, part-time to full-time status, grievances, accidents and absences. Within 90 days of approval of this MOU by the MTA Board, implementation of a new Joint Labor Management Board (JLMB) will be determined to address issues related to respect and treatment of operators – a recommendation by the CAC.

Daniel Murphy raised some concern pertaining to Charter Section 88104M provision and if the new tentative agreement is compliant with the Charter's requirement for incentive bonus for achievement for on-time performance and service standards. Mr. Williams said that in Muni's view the new agreement is in compliance. Joan Downey suggested a presentation by Mr. Stables, or a statement from Mr. Murphy to the MTA Board. Noting that there was significant agreement with Mr. Murphy's position, the Chair said he would bring this matter to the MTA Board's attention at its next meeting.

b. Update SRTP & CIP revisions

Duncan Watry, Manager, Capital Planning and Grants were present to discuss Muni's Short Range Transit Plan Update dated October 24, 2000. This is Muni's planning document, which is published every 2 years, and includes a description of Muni's 10-year service plan.

6. CAC Members' Questions and Comments

Bob Planthold raised questions as to the accuracy of the Muni G Line Feasibility Study dated July 2000, prepared by the Transportation Authority. According to Mr. Planthold the information is misleading; Muni's accessibility staff did not give any input and was not contacted for this study.

CC members emphasized the importance of listing action items on the CAC agenda. A current list of open items was distributed to the Committee. All changes or additions should be referred to Paul Czechowicz. This list will be incorporated with the minuted in the future.

The CAC thanked Paul Czechowicz for planning the facilities tour.

7. Committee Reports (INFORMATION ITEM)

Muni staff will mail committee and CAC agendas to members who request it.

a. Service Design and Marketing

A meeting was held in October. The group met to discuss goals/mission statement. Ellen Hayes will provide information on the meeting to the secretary.

b. Service Reliability and Quality

A meeting was held in October.

The Committee focused on the following ideas that would significantly impact reliability:

- 1) Double the double parking fines; and
- 2) Place parking control officers on Muni buses. Meetings will be held every last Thursday of the month at 5:00 p.m. Next meeting will be held on November 29, 2000 at 401 Van Ness.

c. Maintenance and Engineering

No meeting was held

d. Finance and Administration Committee

A meeting was held Tuesday, October 10 at 401 Van Ness Avenue, Room 334. Gigi Harrington, Deputy General Manager of Finance and Administration was present.

e. Safety, Training and Accessibility.

No meeting was held.

8. Review committee tasks and agenda items for next meeting.

Action Request: Staff reports

The next CAC meeting will be held on December 7, 2000 at 5:30 p.m.

This meeting was adjourned in memory of Harry Stern.

9. Adjournment

The meeting was adjourned at 7:27 p.m.

10
90.3
7/00
iced

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, December 7, 2000 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

DEC 01 2000

SAN FRANCISCO
PUBLIC LIBRARY

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Steven Lee, Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of November 2, 2000 5:35
3. Public Comment 5:40
4. Report of the Chair 5:45
5. Staff Report (ACTION ITEM) 5:55
 - a. Service standards: Presented by Lisa Mancini and Debbie Dennison
 - b. California Air Resources Board (CARB) Fuel Path Decision
6. Council Members' questions and comments 6:35
7. Committee Reports. (INFORMATION ITEM) 6:50
 - a. Service Design and Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting 7:15
9. Adjournment 7:30

DISABILITY ACCESS

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689; by phone; (415) 554-7724; by fax (415) 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY

LECTURE NOTES

BY

PROFESSOR

JOHN

DOUGLAS

CHICAGO

1960

CHICAGO

10.3
/00
Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco

MINUTES

Regular Meeting
Thursday, December 7, 2000
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 5:33 p.m.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Steven Lee, Daniel Murphy, Bruce Oka, Bob Planthold, Norman
Rolfe, Linton Stables

Members Absent: Cynthia Low, David Pilpel

2. The minutes of the Regular Meeting on November 2, 2000 were approved.

3. Public Comment

No public comment was received.

4. Report of the Chair

- a. Linton Stables attended the MTA Board Meeting on November 21, 2000.

- b. Linton Stables introduced the new CAC secretary, Christine Butler.

- c. California Air Resource Board (CARB) will be reported. MTA will take action on CARB at the meeting on Tuesday, December 12, 2000.

5. Staff Report: Muni staff responds to previous questions from Members, reports on current and upcoming issues. (INFORMATION ITEM)

- a. Debbie Dennison, Operations Department presented the report on Service Standards for Municipal Railway for the 1st quarter of July 1 – September 30, 2000. She discussed goals and objectives for Muni. Also discussed were:

- ξ On-time performance

- ξ Load performance

- ξ Vehicle availability

- ξ Absences among driver personnel

- ξ Customer service

- b. CARB – Walt Streeter, Deputy General Manager, Capital Planning & Legislative Affairs gave an overview on diesel path and alternative fuel path. This was presented to the Board of Directors on November 21, 2000; no decision has been made. He noted that both paths comply with CARB. He also discussed the capital cost, which is in the budget.

It is in the administrative state, nothing has been finalized. Diesel path lower cost option for Muni. Demo buses arrive next month and results from the demonstration should be available in 2001.

Kirkland yard at Fisherman's Wharf will be closing. Woods will reopen as a diesel facility, and Islais Creek will be ideal for a CNG facility.

CAC voted unanimously to support the Diesel fuel path. (ACTION)

6. CAC Members' Questions and Comments

Daniel Murphy raised some concern on vehicle replacement. Will vehicles be brought on a regular basis, or will vehicles be brought in stages? He also stated that major bus stops experience less passenger pass-ups due to the crowd.

The question was raised on why wasn't the F-line measured?

Questions were asked regarding the crime on the buses? What will be done about it? Muni personnel noted that the new buses will have cameras, and there is police presence.

Questions were raised in reference to fuel characteristics and the alternative fuel path and how will the public be notified?

Ellen Hayes commented on ridership in Bayview/Hunters Point area with light rail being planned for that area.

There is concern about the new buses being noisy. Muni personnel commented that they are working to rectify the problem.

7. Committee Reports (INFORMATION ITEM)

- a. Service Design and Marketing – no report
- b. Service Reliability and Quality – no report.
- c. Maintenance and Engineering – discussed CARB and adopted a mission statement for the sub-committee.
- d. Finance and Administration – no report. Regular meeting to be rescheduled in January 2001 due to the holidays.
- e. Safety, Training and Accessibility – no report

8. Review committee tasks and agenda items for next meeting.

Action request: Staff reports

Discuss visibility of service goals along with results of the month.

Discuss things that impact ridership.

The next CAC meeting will be held on January 4, 2001.

9. Adjournment

The meeting was adjourned at 7:40 p.m.

90.3
4/01
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

no quorum

Thursday, January 4, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Steven Lee, Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

DEC 28 2000

fax 12/27/00

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of December 7, 2000 5:35
3. Public Comment 5:40
4. Report of the Chair 5:45
5. Staff Report (ACTION ITEM) 5:55
 - a. Budget: Presented by Gigi Harrington
6. Council Members' questions and comments 6:35
7. Committee Reports. (ACTION ITEM) 6:50
 - a. Service Design and Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting 7:15
9. Adjournment 7:30

DISABILITY ACCESS

This meeting will be held in Room 335 at 401 Van Ness Avenue, San Francisco between McAllister and Grove Streets (the War Memorial Veterans' building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest Muni Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689; by phone; (415) 554-7724; by fax (415) 554-5163; or by email at donna_hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

1. Introduction

The purpose of this study is to investigate the effects of various factors on the performance of the system.

The study is organized as follows: Section 2 describes the system architecture and the experimental setup. Section 3 presents the results of the experiments. Section 4 discusses the implications of the findings. Section 5 concludes the study.

The results of the experiments show that the system performs well under various conditions. The performance is significantly affected by the input parameters.

The findings of this study have important implications for the design and implementation of the system.

The study is limited by the scope of the experiments. Further research is needed to investigate the effects of other factors.

The authors would like to thank the reviewers for their valuable comments and suggestions.

The authors are also grateful to the funding agency for their support of this research.

The authors declare that they have no conflict of interest.

The authors are responsible for the content and accuracy of the information presented in this paper.

The authors are also responsible for the results and conclusions drawn from the experiments.

The authors are grateful to the reviewers for their valuable comments and suggestions.

The authors are also grateful to the funding agency for their support of this research.

SF
M90.3
#1
2/1/01

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, February 1, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

JAN 29 2001

SAN FRANCISCO
PUBLIC LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO

LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO

LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO

LIBRARY

540 EAST 57TH STREET
CHICAGO, ILL. 60637

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of December 7, 2001 5:35
and January 4, 2001
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair 5:45
5. Staff Report: Muni staff responds to previous questions from 5:55
Members report on current and upcoming issues.
(INFORMATION ITEM)
 - a. Long-Range Service Expansion and Enhancement Plan (INFORMATION ITEM)
(10 minutes)
 - b. Budget (ACTION ITEM)
6. Council Members' questions and comments 6:35
7. Committee Reports: 6:50
Service Design & Marketing
 - Adopt staff recommendation for stop change on 38 Limited, removing limited stop at Baker and adding a limited stop at Laguna.
(ACTION ITEM).
 - Adopt subcommittee recommendation that full council recommend to MTAB to direct MUNI to produce detailed timetable books 4 times a year and assign the required staff and resources as soon as possible.
(ACTION ITEM)
 - a. Service Reliability and Quality
 - b. Maintenance and Engineering
 - c. Finance and Administration
8. Review committee tasks and agenda items for next meeting 7:15
9. Adjournment 7:30

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

Received of the Treasurer of the United States, the sum of \$100.00, for the purchase of the land described in the foregoing certificate.

Witness my hand and the seal of the said Department, at Washington, D.C., this 1st day of January, 1911.

Very truly yours,
The Secretary of the Interior.

By _____, Assistant Secretary.

Approved: _____, Commissioner of the General Land Office.

Approved: _____, Chief of the Bureau of Land Management.

Subsequent proceedings.

On the 1st day of January, 1911, the following proceedings were had at the office of the Secretary of the Interior:

The Secretary of the Interior, the Commissioner of the General Land Office, and the Chief of the Bureau of Land Management, were present.

The following was read and approved: _____

The following was read and approved: _____

Conclusion.

The following was read and approved: _____

The following was read and approved: _____

90.3
2
1/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday February 1, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 6:25 p.m.

Members Present: Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members Absent: Art Cimento, Jackie Landsman, Cynthia Low.

2. The minutes from the regular meetings of December 7, 2000 and January 4, 2001 (no quorum) were adopted.
3. Public Comment: Andrew Sullivan, Chair of Rescue Muni commented on re-establishing a Muni Timetable booklet for the public. He also commented on how information is posted on the website.
4. Report of the Chair:
 - a. Mr. Stables said he had reported the results of the December meeting to the MTA Board.
 - b. David Pilpel had reported to the MTA Board the fact that the Council did not meet in January.
 - c. Mr. Stables urged the Committee chair people to use the forms for reporting attendance and actions of the Committees so that minutes could be generated.
 - d. Mr. Stables noted the new city-wide rule regarding mobile phones, pagers, and other electronic devices making noise during meetings and urged Council members and members of the public to be mindful of turning off those devices during meetings.
5. Staff Report: Muni staff responded to previous questions from Members and reported on current and upcoming issues.
 - a. Long-Range Service Expansion
 - 1) Walter Streeter, Deputy General Manager, Capital Planning and Legislative Affairs reported on the long-range service and enhancement plan for Rail prompted by SPUR, working with the Transportation Authority and Rescue Muni.
 - 2) Marguerite Fuller, Principal Transportation Planner, Capital Planning and Legislative Affairs, provided an update on the status of the service and enhancement plan. She noted that one purpose of the plan is to determine how to raise \$1.5 billion for Muni expansion projects. It is seen as the next step to implement Proposition E. Ms. Fuller also noted that SPUR and Rescue Muni are helping to develop a financing plan to support this initiative while MUNI

steps back and looks at its total long-term expansion and enhancement requirements.

- 3) The current schedule is to have a final plan developed by November 30, 2001. This is in anticipation of a possible ballot measure in November 2002. An internal group will handle this project and they meet on a monthly basis. The Advisory Group plans a Stakeholders Workshop for March 1, 2001, from 8:30 – 12:00. City officials and citizen representatives will be invited.

b. Budget:

- 1) Gigi Harrington, Deputy General Manager, Finance and Administration, presented the proposed Budget to the Council with a timeline of events pertaining to the budget. Ms. Harrington noted that there will be forthcoming changes to the budget and that the budget will be presented to the MTA Board on February 6, 2001, for action.
- 2) On February 21, 2001, the Budget is due at the Controller's Office, and on March 1, 2001, the Budget is due to be presented to the Mayor.
- 3) The budget includes no proposed changes in fares. She also noted that some information was not available at the time the Budget was prepared.
- 4) In public comment on this item Edward Mason commented on the funding of MIS. He noted the comparisons between San Francisco and San Mateo County on this issue and feels that there are several ways of saving money.
- 5) After hearing and acting on the recommendations of the Finance and Administration Committee (see below) the Council took action on the Budget as presented. The following motion was passed unanimously as a recommendation to the Muni staff and to the MTA Board:

Consistent with existing fiscal controls and taking into consideration our other recommendations, the CAC recommends that at the general appropriation levels (salary and non-salary appropriations) the budget is sufficient to fund services for the next fiscal year.

6. Council Members' Questions and Comments:

- a. Ellen Hayes asked if the long-range plan included linkage on the Third Street Corridor.
- b. It was suggested that the draft minutes should be posted on the Muni website. The Chair directed the Secretary to post the draft minutes labeled as DRAFT.
- c. Mr. Pilpel asked if the Advisory Group (for the Long Range Service Expansion Plan) was a public body. Mr. Streeter said answer is yes.
- d. Mr. Pilpel asked if this is a capital plan or will there be operational changes as well. Mr. Streeter responded that the focus is on the capital plan, but that there would certainly be operational cost impacts from each project.
- e. Mr. Pilpel asked what level of detail each project will have, or will staff only give an estimate of overall project cost? Mr. Streeter answered that the level of detail will be from 2 to 10 pages of text and estimates, not a detailed breakdown of each project.

- f. Bruce Oka commented on the Para-transit Budget. He was concerned about the condition of the Para-transit vans. He asked if Para-transit has been considered in the budget? He felt that there should be funds for emergencies. Staff responded that group vans are capped in the proposed budget.
- g. In public comment on this item Mr. Sullivan noted that Muni should publish up-to-date information on the regional transit information website.
- h. Mr. Sullivan, representing Rescue Muni, also noted that he is an active member in the long-range expansion-planning project and welcomed recommendations from the public.

7. Committee Reports:

a. Service Design & Marketing

The following recommendations were passed unanimously, as recommended by the Service Design and Marketing Committee:

- 1) **Recommend that the MTA Board adopt the staff's recommended stop change on 38 Geary Limited: removing limited stop at Baker and adding a limited stop at Laguna.**
- 2) **Recommend to MTA Board to direct Muni to produce detailed timetable books four times each year and assign the required staff and resources as soon as possible to accomplish this task.**

b. Service, Reliability and Quality – No report.

c. Maintenance and Engineering – No report.

d. Finance & Administration

The following recommendations were passed unanimously, as recommended by the Finance & Administration Committee:

The MTA CAC recommends that the MTA budget document be more descriptive programmatically, and with regard to position changes and non-salary changes at the object level.

The MTA CAC recommends that the MTA CAC Finance & Administration Committee be consulted early in the budget process, with presentations on a regular basis, on changes in organization and expenditure priorities, and that suggestions relative to expenditure priorities be solicited sooner.

The MTA CAC recommends that the MTA Board not fund the Muni Improvement Fund beyond what is required by the MOU, in light of the Muni Improvement Fund's balance and the presence of other priorities at Muni.

The MTA CAC recommends that, in the next budget the staff present a budget with organization charts, a capital budget section, summary information, hours and miles per mode, accomplishments and failures, and measurements of last year's budget, and that Muni fully comply with the Mayor's and Controller's Budget Instructions otherwise applicable to other city departments.

The MTA CAC recommends that funds be allocated in the budget for public timetable books per the recommendation of the Service Design and Marketing Committee.

The MTA CAC recommends that, in the future, all personnel changes should be better explained and justified in the budget.

The MTA CAC recommends that Muni seriously consider establishing, starting in FY 2003, an operating fund reserve including not less than \$5 million and ideally \$10 million, and ultimately 5% of the operating budget, in order to cushion against downturns in the economy.

8. The meeting was adjourned at 8:00 p.m.

CAC Information Requested attached.

0.3
/0/
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, March 1, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

fax 2/23/01
DOCUMENTS DEPT.

FEB 26 2001

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of February 1, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair 5:45
 - a. Staffing of sub-committees
 - b. Seven day prior notice for posting agendas
 - c. Muni's inability to post draft minutes to the web
5. Staff Report: Muni staff responds to previous questions from 5:55
Members report on current and upcoming issues.
(INFORMATION ITEM)
 - a. Muni Improvement Fund presented by Danny Beagle (INFORMATION ITEM)
 - b. Service Standards for the 2nd quarter presented by Debbie Denison,
Superintendent of Performance and Analysis, Operations Department
6. Council Members' questions and comments 6:35
7. Committee Reports: 6:50
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
8. Review committee tasks and agenda items for next meeting 7:15
9. Adjournment 7:30

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

90.3
2
1/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday March 1, 2001
5:30 P.M.

401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 6:30 p.m.

Members Present: Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members Absent: Art Cimento, Jackie Landsman, Cynthia Low.

2. The minutes from the regular meeting of February 1, 2001, were adopted with one change: Ellen Hayes was the person who asked about Third Street Light Rail project linkages, item 6.a.
3. Public Comment: There was no public comment.
4. Report of the Chair:
 - a. Mr. Stables spoke about the staffing of committees. Members are concerned because they feel staffing needs to be provided for committee meetings. Mr. Stables will talk to the General Manager regarding this issue.
 - Bob Planthold commented that attendance at committee meetings is a problem.
 - David Pilpel commented that the committee meetings are to encourage people to participate.
 - Mr. Stables suggested removal of Cynthia Low from the Service Design & Marketing Committee, as well as from the Safety & Training Committee.
 - Mr. Pilpel commented that staff needs to be available to take minutes at the committee meetings. He also suggested that staff be paid overtime for someone to take minutes for the committee meetings, if necessary. He stated the Sunshine Ordinance assumes that staff is provided for these meetings.
 - Bruce Oka noted that having to conduct a meeting and take minutes would be a problem for someone with a disability.
 - b. Mr. Stables stated the importance of getting agendas in to the staff for committee meetings seven days prior to the meeting to allow proper posting time.

- c. Mr. Stables reported that the Muni webmaster had said that he does not post "draft minutes" to the website, but after contacting the City Attorney's office he found that it could be done.

- Mr. Pilpel suggests noting they are "draft" minutes and are subject to corrections.

5. Staff Report:

- a. Muni Improvement Fund was not presented due to the illness of the presenter, Mr. Danny Beagle. The presentation will be rescheduled.
- b. A report on the Service Standards for the second quarter (October through December 2000) was presented by Debbie Denison, Superintendent of Performance and Analysis, Operations Department.

- 1) Ms. Denison gave a presentation Muni's Service Standards for the 2nd Quarter, She showed the projection of statistics from MUNI with emphasis on:

- Improvements
- System Reliability
- On-time Performance.
- Ms. Denison also noted cable cars are being looked into for on-time performance, and those statistics will be available at a later date.

2) Council Members' Questions and Comments:

- Norman Rolfe asked how many hours vehicles are sitting still, and how many hours are vehicles moving? Ms. Denison advised that she'd check into getting that data but that the service hours represented hours that vehicles on the road.
- Mr. Pilpel asked that the technical report be provided with a little more explanation in a relatively concise fashion. Muni should document the process of gathering and manipulating the statistics. He also suggested that Muni cycle the lines in a different way (i.e. check motor coach more frequently). Ms. Denison said that process of developing the best report would take a while. Mr. Pilpel asked if it is possible to include text in the report with management comments (i.e. cable car on-time record needs comments). He doesn't think it should be just the dry numbers. It should include some discussion, something useful to the public.
- Joan Downey suggested that showing the goals on a "less than", "greater than", or "equal to" basis relative to the goal's number would be helpful.
- Mr. Rolfe advised that he has sent emails that would help prevent delays in cable cars. He also noted that cable speed is higher now than in 1968, which, along with a number of other factors ought to

result in more on-time performance, not less. Ms. Denison advised that Muni hopes to see significant improvements in the fourth quarter, due to some changes that Muni is instituting. She also noted that cable cars are run by employees with the most seniority.

- Mr. Rolfe asked about the statistics on the percentage of scheduled trips made. How many roundtrips are actually being made in an hour? Ms. Denison said that she would check into it.
- Daniel Murphy asked how road calls are being defined in maintenance? Ms. Denison responded that anytime there is a failure in service, Muni counts that as a road call. A road call is when an operator calls Central because there is something the operator cannot fix.
- It was noted that the buses are 24 years old, but that trolley cars have a life of 18 years.
- Mr. Pilpel added, it's not the projected life of the vehicle; it's how they are maintained that makes a difference in road calls.
- Mr. Murphy asked why are the numbers so long between road calls? Response: Advised will give sampling of road calls.
- Debbie Denison added that the new ETI buses are running in Dayton, Ohio
- Mr. Rolfe wanted to know if Muni has figures from Dayton?
- Ellen Hayes suggests that Muni update the figures in the presentation to match the details in the written report. She pointed out an error.

6. Council Members' General Questions and Comments:

- a. Mr. Rolfe would like complete financial details from SMFRIC (line by line) where the money comes from and who it goes to.
- b. Ms. Downey stated that the MTA should be told that the CAC is disappointed at not having our concerns addressed. She noted that the MTA Board had not dealt with our recommendations on the budget before passing the budget.
- c. Mr. Pilpel suggested summarizing comments in the form of a letter to the Board and/or staff. He said that there should be follow-up and we should state that we would like our concerns addressed in writing, at least by the staff.
- d. Mr. Murphy suggested that the best way to get responsiveness is by making our case to Muni staff and by putting pressure on staff. Staff time resources are being made available to us.
- e. It was suggested to ask Mr. Burns or Gigi Harrington about some written response on the issues we raised regarding the budget.

- f. Mr. Pilpel suggested having a way to formally transmit recommendations in the future and then to get a response. Minor issues can be discussed with staff.
 - g. It was agreed that the Current Issues list would be revised to include an item reference number and a column to note when the item was resolved. It was also agreed that the Council will decide when each issue is resolved, not the staff.
7. Committee Reports:
- a. Service Design & Marketing – No report.
 - b. Service, Reliability and Quality – No report.
 - c. Maintenance and Engineering – No report.
 - d. Finance & Administration – No report.
 - e. Safety, Training & Accessibility – No report. It was agreed that this committee might concentrate its efforts on safety and training since the Muni Accessibility Advisory Committee is already advising Muni on accessibility. The actual name of the committee and the committee structure itself will not be changed until a few more months have passed to see how the whole process is working.
8. The meeting was adjourned at 7:30 p.m.

SF
190.3
1
4/5/01
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, April 5, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

Committees:

Service Design and Marketing

David Pilpel (Chair), Ellen Hayes, Jackie Landsman,
Cynthia Low, Norm Rolfe

Service Reliability and Quality

Jackie Landsman (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Linton Stables

Finance and Administration

Daniel Murphy (Chair), Art Cimento, Joan Downey,
Ellen Hayes, David Pilpel, Bob Planthold

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

Fax 1st Posted 4/2/01
DOCUMENTS DEPT.

APR - 4 2001
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of March 1, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair 5:45
 - a. Staff support for committees
 - b. Request for information
5. Staff Report: Muni staff responds to previous questions from 6:00
Members; Report on current and upcoming issues.
(INFORMATION ITEM)
 - a. Short-range Transit Plan presented by Ann Richman (INFORMATION ITEM)
 - b. Spring, 2001 Service Changes presented by Lisa Mancini, Operating Officer, Operations Department.
 - c. MTC Briefing on the 2001 Regional Transportation Plan Update presented by MTC
 - d. Process of how request are made and replied to: Presented by Paul Czechowicz.
6. Council Members' questions and comments 6:35
7. Review of outstanding CAC Information Requests 6:45
8. Committee Reports: (ACTION ITEM): 7:00
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
9. Review committee tasks and agenda items for next meeting 7:15
10. Adjournment 7:30

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

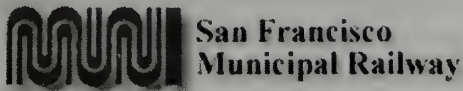
Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.



[return to list of CAC agendas and minutes](#)

**Municipal Transportation Agency
Citizens' Advisory Council
City and County of San Francisco**

MINUTES

**Regular Meeting
Thursday, April 5, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA**

1. Mr. Stables called the meeting to order at 5:40 p.m.

Members Present: Art Cimento, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members Absent: Jackie Landsman, Cynthia Low.

2. The minutes from the regular meeting of March 1, 2001, were adopted.

3. Public Comment: There was no public comment.

4. Report of the Chair:

- a. Mr. Stables stated that he attended the March MTA Board Meeting and spoke about the concerns of the Citizens Advisory Committee.
Mr. Stables also noted that he spoke with Michael Burns, General Manager of Muni regarding staffing of committee meetings. Mr. Burns will provide staff from various departments depending where the meetings are being held. Mr. Stables would like to develop a set time for the committee meetings.
- b. Request for Information: Paul Czechowicz suggested developing a list from every meeting. Each request will be answered in writing and submitted for the next meeting.

5. Staff Report:

a. Short-Range Transit Plan presented by Ann Richman of Muni.

- 1) Ms. Richman presented the Short-Range Transit Plan (STRP) She noted that this plan

is required every two years and is used as input into the Regional Transportation Plan. She also noted that Transit Service Expansion Plan (Ex-plan) will be completed in November, 2001 and that the Capital Improvement Plan will be updated. She spoke about the Operating Financial Plan, which has been greatly expanded from the previous plan, and the operating issues that need to be addressed which are:

- 1. Fare Policy
 - 2. Third Street Light Rail Project - Draft for the public review will be released by the end of the month before being presented to the Board.
- 2) Council Members' Questions and Comments:
 - Bob Planthold asked about the data, charts and tables. Ms. Richman responded that the data could change.
 - David Pilpel asked when the Plan is due for SRTP. Response: It is due in September 2001.
 - Mr. Pilpel asked will there be another full edition of the Plan in 2 years? Response: Yes, it will be done on a 2-year cycle.
 - Mr. Pilpel asked about fare policy. Response: Fare is one of the sources of revenue that has to be looked at.
 - Mr. Pilpel asked regarding the Capital Improvement Project, will there be a list available for review? Response: Every project that's been proposed will be in the CIP. Discreet individual projects will be there whether they are funded or not.
 - Norm Rolfe asked about the deadline for public input. Response: Deadline is April 20, 2001, however public comment period is between May and June 2001.
 - Art Cimento asked about the use of the plan within Muni to plan and run the system. Response: The plan will provide an overall picture of the future and provides for continuity for planners and management.
 - Mr. Pilpel asked about TIDF. Response: Referred to Page 72 of the presentation. Ms. Richman will clarify the service plan.

b. [Please note that this was actually ITEM 5.C on the agenda.] MTC Briefing on the 2001 Regional Transportation Plan Update presented by Doug Kemsey, MTC. Mr. Kemsey noted that local sales tax (S.F) returns to source. The Regional Transportation Plan is a 25-year transportation plan for the San Francisco Bay Area. His presentation included information on:

- 1. Revenue: Where will the money go?
- 2. Committed funds are \$73.9 billion dollars
- 3. Discretionary (Track 1) funds are 1.9%
- 4. How will Track 1 funding be spent?
- 5. Total Track 1 Funds: \$7.5 billion (2001)
- 6. Regional Priorities:
 - a. Counties (maintenance, operations, expansion)
 - b. MTC Management & Customer Service Programs
 - c. Transportation for livable Communities (HIP) Housing Incentive Program
 - d. MTS Streets & Roads Pavement Shortfalls
 - e. Transit Capital Replacement Shortfalls
 - f. Interregional Transportation Improvement Program (ITIP)
 - g. Local Streets and roads 25-year pavement

c. Ed Stewart and Maria Lombardo, San Francisco County Transportation Authority. The

presentation included information on:

1. San Francisco RTP Revenues.
2. San Francisco Projects in the Committed Funding Section.
3. San Francisco's Discretionary Track 1 Funds.
4. Why does San Francisco have so little left in Track 1?
5. Draft recommendations to MTC.
6. What are the Key Policy Choices to be made in the 2001 RTP?
7. Alternatives for the RTP EIR: Brief Descriptions.
8. Optimizing Transportation Investments.
9. Regional Transit Expansion Agreement.
10. Regional Transit Expansion Agreement: Recommendation.
11. Transit Metropolitan Transportation System (MTS).
12. "Blueprint" Revenues.
13. RTP Development Schedule: Key SFCTA Dates.

d. Council Members' Questions and Comments:

- Mr. Pilpel suggested that the MTC set up a meeting of all the Bay area's transportation-related CAC's to present this information regarding the distribution of funding.
- How much of Muni's funds are being used for Translink? Response: \$45-50 million dollars
- Mr. Pilpel asked if they (SFCTA) are trying to work with the MTC Commissioners? Response: Yes. They are working with the MTC and doing outreach projects.
- Mr. Pilpel asked if the MTA Board is going to issue some policy from a transit perspective? Response from Mr. Streeter: A recommendation will be formulated for the Board.
- What power does anybody have over anyone for BART to San José? Response: The Regional Transit Agreement is taking the lead on how that will be negotiated. No large rail project will be done without a regional consensus.
- Mr. Pilpel suggested that Paco Pacifico and Peter Strauss put together a memo to the CAC suggesting language that could be adopted promoting San Francisco's share of the regional funds.

The meeting was adjourned at 7:40.

Several items will be rescheduled for a future meeting. They are:

- 5B - Spring, 2001 Service Changes
- 5D - Process of how request are made and replied to by Paul Czechowicz
- 7 - Review of outstanding CAC Information Requests
- 8 - Committee Reports:
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility

9. Review committee tasks and agenda items

10.3
3/01
a

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

no quorum

Thursday, May 3, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

APR 30 2001 ✓

SAN FRANCISCO
PUBLIC LIBRARY

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

Committees:

Service Design and Marketing

David Pilpel (Chair), Ellen Hayes, Jackie Landsman,
Cynthia Low, Norm Rolfe

Service Reliability and Quality

Jackie Landsman (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Linton Stables

Finance and Administration

Daniel Murphy (Chair), Art Cimento, Joan Downey,
Ellen Hayes, David Pilpel, Bob Planthold

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of April 5, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair 5:45
 - a. Representation on the SFCTA CAC
 - b. Request for opinion letter sent to City Attorney's office
5. Staff Report: Muni staff responds to previous questions from 6:00
Members; Report on current and upcoming issues.
(INFORMATION ITEM)
 - a. Presentation on Muni's Mission, Vision, Values Program presented by Larry Williams, Deputy General Manager of EEO & Michael Haberberger, Local 790 (INFORMATION)
 - b. Performance Standards for 2002 presented by Debbie Denison & Lisa Mancini, Chief Operating Officer, Muni. (INFORMATION)
6. Council Members' questions and comments 6:35
7. Review of outstanding CAC Information Requests 6:45
8. Committee Reports: (ACTION ITEM): 7:00
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
9. Review committee tasks and agenda items for next meeting 7:15
10. Adjournment 7:30

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

90
90.3
7/01

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

no quorum

Thursday, June 7, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

JUN - 4 2001

SAN FRANCISCO
PUBLIC LIBRARY

Members:

Art Cimento, Joan Downey, Ellen Hayes, Jackie Landsman,
Cynthia Low, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

Committees:

Service Design and Marketing

David Pilpel (Chair), Ellen Hayes, Jackie Landsman,
Cynthia Low, Norm Rolfe

Service Reliability and Quality

Jackie Landsman (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Linton Stables

Finance and Administration

Daniel Murphy (Chair), Art Cimento, Joan Downey,
Ellen Hayes, David Pilpel, Bob Planthold

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

90)

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of April 5, 2001 5:35
(ACTION ITEM) (Attachments)
May 3, 2001 Meeting – no quorum
3. Public Comment 5:40
4. Report of the Chair 5:45
5. Staff Report: Muni staff responds to previous questions from 6:00
Members; Report on current and upcoming issues.
(INFORMATION ITEM)
 - a. Discussion regarding Muni's draft SRTP presented by Ann Richman (DISCUSSION ONLY)
 - b. Service Standards for 2002 (ACTION ITEM)
6. Council Members' questions and comments 6:35
7. Review of outstanding CAC Information Requests 6:45
8. Committee Reports: (ACTION ITEM): 7:00
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - Recommendation on MTC Funding Allocation (attached)
 - Review and adopt letter to MTA Board regarding Capital Planning (attached)
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
9. Consideration of changing the date of the July CAC meeting to avoid close 7:15
proximity to the July 4th holiday (ACTION)
10. Review committee tasks and agenda items for next meeting 7:30
11. Adjournment 7:30

Attachment(s)

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

90
of
190.3
1
/5/01

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, July 5, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Joan Downey, Ellen Hayes,
Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables

07-02-01A10:16 RCVD

Committees:

Service Design and Marketing

David Pilpel (Chair), Ellen Hayes,
Norm Rolfe

Service Reliability and Quality

(Chair vacant), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Linton Stables

Finance and Administration

Daniel Murphy (Chair), Art Cimento, Joan Downey,
Ellen Hayes, David Pilpel, Bob Planthold

DOCUMENTS DEPT.

JUL 02 2001

SAN FRANCISCO
PUBLIC LIBRARY

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of April 5, 2001 5:35
ACTION ITEM) (Attachments)
May 3, 2001 Meeting – no quorum
June 7, 2001 Meeting – no quorum
3. Public Comment 5:40
4. Report of the Chair 5:45
 - a. Year in Review
 - b. Review of committee structure
5. Election of Officers 6:00
6. Staff Report: Muni staff responds to previous questions from 6:10
Members; Report on current and upcoming issues.
(ACTION ITEMS)
 - a. DPT/Muni Merger presented by Paul Czechowicz, Operations Department
 - b. Service Standards for 2002 (ACTION ITEM)
7. Review of outstanding CAC Information Requests 6:45
8. Council Members' questions and comments 6:55
9. Committee Reports: (ACTION ITEM): 7:10
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
Recommendation on MTC Funding Allocation (attached)
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
10. Review committee tasks and agenda items for next meeting 7:25
11. Adjournment 7:30

1. The first part of the report discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

2. The second part of the report discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

3. The third part of the report discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

4. The fourth part of the report discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

5. The fifth part of the report discusses the importance of maintaining accurate records of all transactions. This is essential for the proper management of the company's finances and for ensuring that all stakeholders are kept informed of the company's financial health.

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a timely and accurate manner, and that the records must be retained for a minimum of five years. It also discusses the importance of ensuring that the records are accessible and can be easily audited.

3. The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It states that the auditor must conduct a thorough review of the records and must report any discrepancies or irregularities to the appropriate authorities. It also discusses the importance of maintaining a high level of independence and objectivity in the audit process.

4. The fourth part of the document discusses the consequences of failing to comply with the record-keeping requirements. It states that individuals or organizations that fail to maintain accurate records may be subject to fines, penalties, or even criminal prosecution. It also discusses the importance of ensuring that the records are protected from loss or destruction.

5. The fifth part of the document discusses the importance of ongoing monitoring and review of the record-keeping process. It states that the records should be reviewed regularly to ensure that they are accurate and up-to-date. It also discusses the importance of providing training and guidance to individuals responsible for maintaining the records.

10.3
/01
**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, July 5, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Linton Stables called the meeting to order at 5:35 p.m.

Members Present: Sue Cauthen, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables

Members Absent: Art Cimento.
2. The minutes from the regular meeting of April 5, 2001, were adopted with minor revisions. It was reiterated that each set of meeting minutes need to have a matrix of members' attendance attached.
3. It was acknowledged that on May 3, 2001, the meeting that was scheduled could not be held due to a lack of a quorum. Members present at the appointed time were: Art Cimento, Ellen Hayes, Jackie Landsman, Norman Rolfe, Linton Stables.
4. It was acknowledged that on June 7, 2001, the meeting that was scheduled could not be held due to a lack of a quorum. Members present at the appointed time were: Daniel Murphy, Bruce Oka, Bob Planthold, Norman Rolfe, Linton Stables
5. Public Comment: There was no public comment at this time.
6. Report of the Chair: Mr. Stables welcomed Sue Cauthen as a new member of the Citizens Advisory Council.
 - a. Since no official business had been conducted by the Council Mr. Stables reported that he had not made any presentations to the MTA Board.
 - b. Year in Review: Mr. Stables reviewed some of the accomplishments of the CAC which were:
 - 1) Adopting rules, creating a structure of committees and electing officers.
 - 2) Hiring Christine Butler as Council secretary and Paul Czechowicz was assigned as the staff liaison to the Council.
 - 3) CAC went on a half-day tour of various facilities
 - 4) Reviewing the proposed Transit Workers Union contracts.
 - 5) Reviewing the budget for this fiscal year and came up with a thorough and extensive list of items that should be considered.
 - 6) Review of the Short Range Transit Program (SRTP) and the Capital Improvement Program as well as the new bus purchase, service standards and South of Market Service Plan.

- 7) Mr. Stables also acknowledged the problems with membership. The changes in the membership on the Board of Supervisors, which caused a lag in appointments to the Council, hampered the work of the committees and the whole Council.
- c. Review of committee structure:
 - 1) David Pilpel would like to formalize Item 4-A as an annual report, and submit it to the MTA Board. Mr. Stables agreed and offered to draft the report.
 - 2) Joan Downey feels that resolutions should be recapped into report. Mr. Stables agreed to do that.
 - 3) Daniel Murphy feels the structure of the Citizens Advisory Council is fundamentally sound and the committees should be filled out by 3, 5 or 7 members.
 - 4) Sue Cauthen would like a description of what each committee does. Mr. Stables suggested sending the descriptions of committees which are on file
 - 5) Daniel Murphy feels the committee structure should be re-evaluated as the Council gets other members.
7. Election of Officers - Linton Stables was re-elected as Chair unanimously by members present, and David Pilpel was unanimously re-elected to serve as Vice-Chair.
8. Staff Report:
 - a. DPT/Muni Merger presented by Paul Czechowicz, Operations Department; (ACTION ITEM): Prop E. requires that by July 1, 2001, Muni put together a plan incorporating the Department of Parking & Traffic in the MTA. The merger is scheduled to occur in July 2002. This report has two options to bring this merger about:
 - § Option I –The Department of Parking & Traffic will be brought into the organization by establishing them as a separate department but they will report to the MTA Board through the Director of Transportation.
 - § Option II – The Department of Parking & Traffic will be brought into the organization by establishing them as a separate department but they will report to the MTA Board except for the enforcement section, which would go to the Police Department, basically splitting that department up.

He added that the pluses of bringing them in altogether would be that it would allow more control of what happens to enforcement. The potential disadvantage would be that the Municipal Transportation Agency Board of Directors would be responsible for making policy decision for two separate organizations.

 - 1) Mr. Pilpel noted that the Charter states that Department of Parking & Traffic shall become part of a single Municipal Transportation Agency effective July 1, 2002. This report was to supposed to look at functional issues such as traffic enforcement and how enforcement could be

structured and prioritized to enhance the flow of Muni vehicles and not provide an option to remove it to the Police Department.

- 2) Ms. Cauthen asked who gets the parking revenue? Mr. Czechowicz responded that Muni would get some of the revenue, but how the revenue is distributed is controlled by the Charter.
- 3) Bob Planthold referred to the Chart in Exhibit C, which raised the question, Would one person be Director of Transportation and another person be the Muni Railway General Manager or would both positions be held by one person? Mr. Czechowicz responded that it is a possibility that both positions might be held by the same person.
- 4) Norman Rolfe referred to Page 8 –*Issues: What will be done?* He feels this needs more definite answers. Mr. Czechowicz responded that between now and 2002 these options will be expanded. Mr. Rolfe feels that Option II should be dropped.
- 5) Mr. Murphy feels Option II represents a violation the spirit of Proposition E. Prop E meant to bring Department of Parking & Traffic which includes enforcement under the MTA. Mr. Murphy feels that Option II should be ended immediately.
- 6) Joan Downey inquired about a CAC for DPT or do they have their own? Answer: Currently DPT does not have a CAC.
- 7) Mr. Rolfe asked if the Director of Transportation and General Manager could be the same person? Answer: Yes, they could be.
- 8) Bruce Oka feels because the voters have spoken on this issue, Option II should not be given any preference.
- 9) Mr. Planthold feels that MTA CAC would not be CAC to DPT. He noted that if there were to be a merger, it would be fine to have separate CACs.
- 10) Ms. Cauthen asked if the Muni Inspectors exercise their enforcement authority? Answer: Yes. She then asked, if DPT were integrated into Muni would there have to be some interface? Would both groups continue their enforcement authority? Mr. Czechowicz responded that they would both have to continue doing enforcement duties.
- 11) A member of the public asked, what is the timeline to address the next steps and the issues? Answer: Not sure of that. Staff will follow up.
- 12) Daniel Weaver, a member of the public, asked: Will the enforcement authority of Muni Transit Inspectors also be spun off to the Police Department? Answer: No, Muni has restrictions on the way tickets are written and Transit Inspectors would stay within Muni.
- 13) The following motion passed unanimously:

The Municipal Transportation Agency Citizens Advisory Council, having reviewed the report titled "Incorporation of the Department of Parking and Traffic with the Municipal Transportation Agency," dated July 1, 2001, finds the following:

1. The report is not responsive to the Charter amendment (8a.101) It does not discuss the "issues" referenced on page 8 of the subject report, and instead focuses on an alternative (Option 2) not consistent with the Charter, that is, that the enforcement function of the Department of Parking and Traffic be relocated to the San Francisco Police Department .
 2. The report does not discuss integration of such functions as finance, personnel, and engineering. Consideration should be given to such integration.
 3. Further discussion of relocating the enforcement function to the San Francisco Police Department should cease immediately.
 4. Discussion of ways to use the enforcement function to enhance the safety, reliability and speed of Muni vehicles should be added to the report.
 5. The intent of the voters, as we perceive it, was to establish a single policy-making body to oversee all transportation policy and operations in the City and County.
- 14) David Pilpel commented that this should not just be a formal motion that it should be transmitted by letter from the Chair of CAC to the Chair of the MTA Board, the Mayor, and the Board of Supervisors. Mr. Stables agreed to do this.
- b. Service Standards for 2002 presented by Mr. Czechowicz (ACTION ITEM): The service standards have already been adopted by the MTAB. Mr. Murphy acknowledged that the CAC has provided feedback in previous meetings when Service Standards were the topic of discussion.
- 1) Mr. Pilpel noted that on-time accuracy should be based on trips and miles. Measuring 5 lines per month does not make it clear that any change is going on. Mr. Czechowicz noted that Service Standards are reviewed and re-established annually. The process starts in April or May.
9. Review of outstanding CAC information requests - Committee members went over the CAC information request report form, item by item, and made several new requests for information from Muni staff. The revised report is attached.
10. Council Members Questions and Comments:
- a. Mr. Stables suggested that there should be a form formatted by Muni staff for interested people to apply to the Board of Supervisors or Mayor for any vacancy on the CAC.
 - b. Ms. Cauthen feels that CAC members do not need to be selected by the district in which they live. District representation is nice, but should not be required.

11. Committee Reports: (ACTION ITEM)

- a. Service Design & Marketing – no report
- b. Service Reliability & Quality – no report
- c. Maintenance & Engineering – Bob Planthold (Chair). This committee met in June 2001 and proposed the following MTC Funding Recommendation for adoption by the full CAC (presented without the findings section).

- 1) The following resolution was passed unanimously.

The Citizens' Advisory Council advises the Municipal Transportation Agency Board to strongly encourage the Metropolitan Transportation Commission (MTC) to adopt revised guidelines for distribution of operating and capital funding that reflects the actual use of the MUNI system as a regional transportation provider. The CAC also recommends that other agencies of the City and County of San Francisco adopt a similar approach to the MTC.

The CAC recommends that the MTC revise its guidelines for allocating regional transportation funding to more accurately reflect the regional nature of the transportation services provided by the City and County of San Francisco. The factors that should be considered are daytime population and transit use per capita. With particular regard to funding for vehicle replacement, we recommend that other factors than age of vehicle be considered, such as vehicle hours and/or miles, passenger miles traveled, and terrain.

- d. Finance & Administration – no report. Next meeting will be held on July 10, 2001.
- e. Safety, Training and Accessibility – no report

12. Adjournment was at 7:35 p.m. The next regular meeting will be August 2, 2001.

0.3
2/01

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, August 2, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Doris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Ellen Hayes,
Norm Rolfe

Service Reliability and Quality

(Chair vacant), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Linton Stables

Finance and Administration

Daniel Murphy (Chair), Art Cimento, Joan Downey,
Ellen Hayes, David Pilpel, Bob Planthold

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

JUL 30 2001

SAN FRANCISCO
PUBLIC LIBRARY

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of July 5, 2001 5:35
ACTION ITEM) (Attachment)
3. Public Comment 5:40
4. Report of the Chair 5:45
 - a. CAC Year in Review Report (Attachment)
5. Staff Report: Muni staff responds to previous questions from 5:55
Members; Report on current and upcoming issues.
(ACTION ITEMS)
 - a. Discussion of Fiscal Year 2003 Budget presented by
Gigi Harrington, Deputy General Manager, Finance (DISCUSSION)
 - b. Methods of Calculation for Service Standards presented by
Deborah Denison & Susan Chelone, Operations Division
6. New Business
 - a. Pet fares on Muni
 - b. Draft policies and procedures presented by David Pilpel, CAC Vice Chair
 - c. Committee members and meeting dates presented by David Pilpel
7. Council Members' questions and comments 6:30
8. Review of outstanding CAC Information Requests 6:50
9. Committee Reports: (ACTION ITEM): 7:10
 - a. Service Design & Marketing
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
10. Review committee tasks and agenda items for next meeting 7:25
11. Adjournment 7:30

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become a problem.

2. The second part of the document focuses on the role of the accounting department in the overall business operations. It states that the accounting team is responsible for providing accurate and timely financial information to management, which is crucial for making informed decisions. The text also highlights the importance of maintaining good communication with other departments to ensure that all financial data is properly recorded and reported.

3. The third part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become a problem.

4. The fourth part of the document focuses on the role of the accounting department in the overall business operations. It states that the accounting team is responsible for providing accurate and timely financial information to management, which is crucial for making informed decisions. The text also highlights the importance of maintaining good communication with other departments to ensure that all financial data is properly recorded and reported.

5. The fifth part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is essential for ensuring the integrity of the financial system and for providing a clear audit trail. The text also mentions that this practice helps in identifying any discrepancies or errors early on, which can then be corrected before they become a problem.

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 42 Downtown Loop and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 42 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna.Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-95410, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

F
90.3
2
2/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

DRAFT MINUTES

Regular Meeting
Thursday, August 2, 2001
5:30 P.M.

401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Linton Stables called the meeting to order at 5:30 p.m. He welcomed Dorris Vincent and Nia Crowder to the group. Everyone made a formal introduction. Daniel Weaver suggested each CAC member is provided nametags

Members Present: Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Doris Vincent, Daniel Weaver, Tom Wetzel

Members Absent: Ellen Hayes, Bob Planthold

2. The minutes from the regular meeting of July 5, 2001 were adopted.
3. Public Comment: There was no public comment at this time.
4. Report of the Chair: Mr. Stables discussed the Year in Review Report. He also noted that no report was made to the MTA Board, but recommendations to the MTA Board had been mailed. Mr. Stables also noted that he would give a double report on August 7, 2001.

David Pilpel advised that he would be making editing revisions to the report. Nia Crowder suggested that once the report is completed it be submitted with a cover letter, rather than making the entire report in the form of a letter.

Daniel Murphy suggested a deadline for editing changes to the report, and it was agreed that the report would be presented at the next MTA Board meeting.

5. Staff Report:
 - a. Discussion of Fiscal Year 2003 Budget, presented by Gigi Harrington, Deputy General Manager, Finance (DISCUSSION). Ms. Harrington provided the Council with a brief overview of the budget process for Fiscal Year 2003. Under Proposition E, the budget has to be submitted to the Board of Supervisors and the Mayor by March 2002. Once the budget is put into place, it will be presented before the Citizens' Advisory Council. She noted some of the goals for the budget would be to:
 - 1) Build the budget from the ground up.
 - 2) Align resources with agencies' goals
 - 3) Correct inefficiencies (i.e. new technology, changes in process, changes in how MUNI uses resources).

Ms. Harrington Said that a Steering Committee has been established within Muni to guide the new budget process. She also noted that the MTA Budget for FY2002 is \$464 million which is larger than the FY2000 which was \$411 million. Salary and benefits contribute to the increase in budget. MUNI will work with the CAC, and particularly the Finance and Administration Committee in developing its budget.

Mr. Pilpel asked if the Steering Committee would include someone from the CAC? Ms. Harrington noted that it would more than likely be on the Deputy General Manager level.

- b. Methods of Calculation for Service Standards presented by Deborah Denison and Susan Chelone, Operations Division (DISCUSSION). They discussed the different measures of MUNI service which included:

- 1) System Reliability
- 2) System performance
- 3) Staffing performance
- 4) Customer Service
- 5) Employee satisfaction

Ms. Chelone provided a brief overview of the methods of calculations which included:

- 6) Schedule adherence
- 7) Headway adherence
- 8) Maximum Load Factor
- 9) Pass-ups

6. New Business

- a. Pet fare on Muni – the Council members received a memo from Michael Burns, General Manager, regarding pet fares. It was noted in the memo that guide, signal, and service animals are allowed to ride Muni free of charge.

Norm Rolfe stated that until ADA came along, Muni was one of the only transit systems that allowed animals on board at all.

It was suggested that the issue be referred to Service, Design & Marketing Committee for discussion, but it was decided that the issue did not warrant further discussion or action.

- b. Draft policies and procedures presented by Mr. Pilpel. He went over some CAC policies and procedures that he had drafted which were designed to answer what is expected by the CAC, and how the CAC responds to the public. These were presented as possible policies and procedures to be adopted by the Council as adjunct to the Rules of Order.

Mr. Weaver asked who created the Rules of Order? Mr. Pilpel responded that the Rules of Order were adopted by the whole Council at its second meeting, after being written and proposed by a special committee set up for that purpose.

Mr. Stables suggested that if members had more recommendations on the policies and procedures they should speak with Mr. Pilpel.

- c. Committee members and meeting dates: Mr. Pilpel reviewed the current committee assignments. He wanted to assess peoples' interest and find out where the Council is in terms of committee participation.

Mr. Weaver asked where did the committees originate and how does one go about adding a committee?

Answer: They were developed by an *ad hoc* committee assigned by the Council to this task and were adopted by the whole Council. The full Council would look at any proposed changes and decide whether or not to adopt them. If any member wishes to make a change they would need to make a proposal to the full Council at a future meeting.

Mr. Weaver would like to see a committee focus on getting Muni involved with planning and neighborhood efforts in the City. Mr. Stables suggested to the Council if anyone is interested in working with Mr. Weaver on that issue to let him know. Mr. Weaver was asked to write up a proposal to present at the next meeting.

Committee interests

Sue Cauthen – Maintenance & Engineering / Service Design & Marketing

Nia Crowder - Maintenance & Engineering / Service Design & Marketing

Joan Downey – Service Design & Marketing (Chair), remove from F&A

Tom Wetzel – Engineering & Maintenance, Finance & Administration

Mr. Pilpel noted that Bob Planthold would still serve as Chair of Maintenance & Engineering, would serve on Safety, Training & Accessibility as an interim member pending Supervisor Hall's appointee, and will continue to serve on Finance & Administration Committee. Mr. Stables, in his capacity as Chair of the Citizens' Advisory Council, made these appointments official.

Mr. Pilpel noted that new business may be raised at the full CAC and then referred to committees for a report back at the next Council meeting. In order to accomplish that with administrative and notice requirements, we need to ask the committees to meet on the third or fourth week of the month. Regular monthly meeting dates are encouraged in order to assure that staff can be assigned for taking minutes.

- 7. Council Members' questions and comments:
 - a. Joan Downey noted that every item on the agenda should be an ACTION ITEM.
 - b. Mr. Cimento asked what is the consequence of Muni being off schedule for achieving compliance with the service standards in Proposition E, and what actions are being taken to achieve the required compliance in the next fiscal year?
 - c. Mr. Rolfe noted that the "Disability Access" portion of the agenda needed to reflect that the 42 Downtown Loop no longer runs on Van Ness Avenue.
 - d. Mr. Pilpel suggested that the minutes identify all of the handouts received at the meeting.
- 8. Review of outstanding CAC Information Request: Committee members went over the CAC information request report form, item by item. The revised report is

attached, including new requests from the previous minutes item. Council members reviewed the existing items and unanimously decided that items 0705-5, 0705-12, 0301-5, and 0301-1 had been resolved and should be closed.

9. Committee Reports

- a. Service Design & Marketing – met on July 26, 2001 discussed the timetable book (3 weeks from print) and should take into account the changes of August. Discussed the new scheduling system. Met Kathleen Sakelaris, Assistant Director, Public Relations. Next meeting scheduled August 16, 2001.
- b. Service Reliability & Marketing – no report
- c. Maintenance & Engineering – no report. Next meeting scheduled August 23, 2001, 3:30 pm, 1145 Market, 5th floor, Small Conference Room.
- d. Finance & Administration – met on July 10, 2001, adopted a calendar for the next seven months, and the information is in the draft minutes for that meeting. Next meeting scheduled August 14, 2001, 5:45 pm, 401 Van Ness, Rm. 334.
- e. Safety, Training & Accessibility – no report.

10. Adjournment – 7:47 pm. The next regular scheduled meeting is September 6, 2001.

NOTE: Documents distributed at this meeting:

- Discussion of Fiscal Year 2003 Budget
- Service Standards (How We Measure Service Standards)
- Proposition E Service Standards
- Pet Fares on Muni memo from Michael Burns, GM, Muni
- Year in Review (MTCAC) 2000-2001
- Draft Minutes – July 5, 2001 CAC Meeting
- Draft 1.0 – Proposed MTA CAC Committee Assignments
- Draft 1.1 – Proposed MTA CAC Policies & Procedures
- Rules of Order
- Sub-committee descriptions

190
10.3
16/01
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, September 6, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norm Rolfe

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Nia Crowder,
Linton Stables, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Art Cimento,
Ellen Hayes, David Pilpel, Bob Planthold

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

SEP - 5 2001

SAN FRANCISCO
PUBLIC LIBRARY

00-05-01A11-01-0000

AGENDA

1. Call to Order/Roll Call 5:30
- 90 2. Review and adopt minutes of August 2, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
5. Staff Report: Muni staff responds to previous questions from 6:00
Members; Report on current and upcoming issues.
(INFORMATION ITEM) (ACTION ITEM)
 - a. "Our ComMunity" Program presented by Marc Caposino (ACTION ITEM)
 - b. Service Standards for 4th FY 00/01 (ACTION ITEM)
 - c. Employee and Rider Surveys presented by David Binder (INFORMATION ITEM)
6. Council Members' questions and comments (ACTION ITEM) 6:35
7. Draft policies and procedures presented by David Pilpel, CAC Vice Chair
(DISCUSSION/ACTION ITEM)
7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:45
8. Committee Reports: (ACTION ITEM): 7:00
 - a. Service Design & Marketing
 - Recommendation that Staff schedule presentations to full CAC on AVL/GPS project, Transtar, Translink, and Integrated Vehicle, Facilities and Inventory Management System project.
 - Recommend that Staff schedule presentation to the full CAC on the Applications Integration Plan.
 - b. Service Reliability and Quality
 - c. Maintenance and Engineering
 - d. Finance and Administration
 - e. Safety, Training and Accessibility
10. Review committee tasks and agenda items for next meeting 7:15
11. Adjournment 7:30

Attachment(s)

Disability Access

90 This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 47 Van Ness and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 47 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycles racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9540, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

90.3
2
6/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, September 6, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Linton Stables called the meeting to order at 5:45 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Daniel Weaver, Tom Wetzel

Members Absent: Art Cimento, Dorris Vincent

2. August 2, 2001 Minutes: Amended to state that Sue Cauthen and Tom Wetzel should be noted as members of Finance & Administration. The August 2, 2001, minutes were unanimously approved as amended.
3. Public Comment: There was no public comment at this time.
4. Report of the Chair: Mr. Stables attended the MTA Board meeting to report on the actions and recommendations of the Citizens' Advisory Council.

Note: Linton Stables reversed the order of the presentation of #5, Items B & C.

5. Staff Report:

- a. Marc Caposino, Marketing Director presented "Our Community" Program. This was a study where interviews were conducted with drivers and the ramifications of their jobs, a basic overview of the drivers' jobs. Pictures of drivers will be placed on bus shelters and billboards throughout the City. Mr. Caposino noted that drivers were selected based on performance and behavior (i.e. "0" accidents, on-time performance, etc.). Mr. Caposino also noted that there would be a 30 second cable commercial.

ξ David Pilpel would like to discuss the Marketing Plan.

ξ Daniel Murphy feels that the timetable books should be considered important just like the Marketing Campaign. He also inquired about the budget for this campaign.

- b. Employee Rider Surveys presented by David Binder. *(originally Item 5c)* This was a written survey given to employees on various topics regarding their work environment. They consisted of:

ξ Relationships between Muni employees, Muni riders, and Muni Supervisors.

- ξ Job satisfaction.
- ξ Ridership – this study was done through random telephone calls for Muni riders within the last 6 months. Callers could not be employers of Muni or have a relatives/or relatives working for Muni. Mr. Binder noted that neighborhoods were profiled by zip code.
- ξ Vehicle Ratings – riders were asked about the condition of vehicles, improvements within the last 6 months.
- ξ Service & Reliability.

Mr. Stables noted that the Board suggested conducting future surveys in languages in addition to English.

- c. Service Standards for 4th FY00/01 (*originally Item 5b*). This was an overview of Service Standards and expectations for the 4th quarter. They are to include:

- ξ New vehicles on board.
- ξ Exit surveys to determine why employees leave Muni.
- ξ Lower attrition rates.
- ξ On time performance.

Norm Rolfe commented that cable car running time (schedules) have not changed.

6. Council Members' questions and comments:

- ξ Daniel Weaver asked about K-bus substitution. Is there anyone spacing bus lines?
- ξ Mr. Murphy asked about Nextbus equipment. When it's down, who handles the complaints, Nextbus or Muni?
- ξ Mr. Pilpel would like a presentation on Muni's office space needs.
- ξ Mr. Pilpel objected to the protocol for requesting responses from staff.

7. Draft Policies & Procedures presented by Mr. Pilpel. He presented a handout of MTA CAC policies and procedures. It was agreed unanimously by the CAC to review and discuss this item at the next meeting.

8. Review of outstanding CAC Information Requests

- ξ Paul Czechowicz briefly explained the process for requesting responses from staff. The CAC agreed that they would review the Information Request at the next meeting. New requests were made (reflected in Item 6, and also on the CAC Information Request form).

9. Committee Reports:

- a. Service Design & Marketing- met August 30, 2001 (*Special Meeting*) for RFP and Finance Director. They would like an overview on Transtar, Translink, Integrated Vehicle, Facilities and Inventory Management System. Also discussed the Timetable book. Timetable is scheduled to be released in mid-September 2001.

- b. Service, Reliability & Quality – met on August 27, 2001, with Cable Car Division and discussed headway. Next meeting is scheduled for September 17, 2001. There will be a tour of the Cable Car Division, 1201 Mason Street.
- c. Maintenance & Engineering – met on August 23, 2001, (*Special Meeting*) with an employee from the Construction Division. Staff from Maintenance Division will speak at the next meeting. There will also be a representative from BART.
- d. Finance & Administration – met August 14, 2001 regarding the merger of DPT & Muni into the MTA. At that meeting the following motions were proposed to be adopted by the entire CAC:

DPT Motion:

The MTA Citizens' Advisory Council recommends that in the incorporation of the Department of Parking and Traffic with the MTA consideration be given to combining the current departmental functions of finance and administration, human resources, and policy and legislative affairs, deeming them as Agency functions and leaving all other operating functions within the two operating departments, and further; that policy relative to traffic enforcement and engineering be coordinated with transit policy.

This motion was adopted by the full CAC.

Zero-Based Budgeting/Re-engineering Committee Motion:

CAC shall, on a contingency basis, appoint someone as a member or observer of the committee.

This motion was adopted by the full CAC.

- e. Safety, Training & Accessibility – meeting scheduled August 30, 2001, will be rescheduled due to a miscommunication.
- 10. Committee tasks and agenda items for next meeting scheduled October 4, 2001, were reviewed.
 - 11. Adjournment – 7:40 p.m.

NOTE: Documents distributed at this meeting:

- ξ August 2, 2001 Draft Minutes
- ξ CAC Information Request
- ξ MTA CAC Policies & Procedures
- ξ Muni Employee & Ridership Opinions
- ξ Service Standards, Fourth Quarter FY2000/01
- ξ Service Standards. Fourth Quarter FY 2000/01, Longevity of Employment
- ξ Service Standards, Report of the Fourth Quarter, FY00/01

sf
190.3
1
10/4/01
c.2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, October 4, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norm Rolfe

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Nia Crowder,
Linton Stables, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Art Cimento,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

OCT - 2 2001

SAN FRANCISCO
PUBLIC LIBRARY

10-02-01P02-20 R000

AGENDA

- | | |
|--|------|
| 1. Call to Order/Roll Call | 5:30 |
| 2. Review and adopt minutes of September 6, 2001
(ACTION ITEM) (Attachments) | 5:35 |
| 3. Public Comment | 5:40 |
| 4. Report of the Chair (ACTION ITEM) | 5:45 |
| 5. Staff Report: Muni staff responds to previous questions from
Members; Report on current and upcoming issues presented by Paul Czechowicz | 6:00 |
| 6. Draft policies and procedures presented by David Pilpel, CAC Vice Chair
(DISCUSSION/ACTION ITEM) | 6:15 |
| 7. Council Members' questions and comments (ACTION ITEM) | 6:30 |
| 8. Review of outstanding CAC Information Requests (ACTION ITEM) | 6:45 |
| 9. Committee Reports: (ACTION ITEM): | 7:00 |
| a. Service Design & Marketing | |
| b. Service Reliability and Quality | |
| c. Maintenance and Engineering | |
| d. Finance and Administration | |
| e. Safety, Training and Accessibility | |
| 10. Review committee tasks and agenda items for next meeting | 7:15 |
| 11. Adjournment | 7:30 |

Attachment(s)

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 47 Van Ness and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 47 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9540, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

F
90.3
2
4/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, October 4, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Linton Stables called the meeting to order at 5:40 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Dorris Vincent, Tom Wetzel

Members Absent: Art Cimento, Daniel Murphy, Bruce Oka, Daniel Weaver

2. The minutes from the regular meeting of September 6, 2001 were adopted.

3. Public Comment: There was no public comment at this time.

4. Report of the Chair: Mr. Stables noted that the MTA Board did not meet. No presentations were made and that he would attend the next Board Meeting scheduled October 16, 2001.

5. Staff Report:

ξ Paul Czechowicz presented an overview of events and projects for the month of September 2001 as well as upcoming events and projects. He noted that calendars for major events and construction schedules will be included in the packet the CAC members. He advised the Council that Muni would be hiring someone for the Muni Incentive Program.

6. Draft policies and procedures presented by David Pilpel, CAC Vice-Chair

ξ David Pilpel presented an overview on the MTA CAC draft policies and procedures for the committee. He noted that information packets should be mailed to committee members at least 7 days before the meeting for review. He proposed to adopt the policies and procedures on an interim basis to be re-evaluated in 3 – 6 months. This motion was adopted unanimously.

Note: Linton Stables, Chair reversed the order of Items 7 & 8

7. Review of outstanding CAC Information Requests (*originally Item 8*)

- ξ The full committee discussed the outstanding Information Requests. New requests were made by members. (Reflected in Item 8 and also in the Information Request form)

8. Council Members' question and comments (*originally Item 7*)

- ξ Joan Downey suggested that one of the committees look into Proof of Payment (POP). How is it being enforced?
- ξ Mr. Pilpel would like to know Muni's policy on surveillance, storage and review of tapes.
- ξ Mr. Pilpel would like an update on high-level discussions/relationship between Muni and BART.
- ξ What should passengers do on non-POP lines when they witness passengers boarding the back door?
- ξ Staff should review the agenda cover and the Muni website to make sure they are consistent and that committee memberships are listed correctly.

9. Committee Reports

- a. Service Design & Marketing – no meeting.
- b. Service Reliability & Quality – met on September 17, 2001 with the Cable Car Division and went on a tour. Next meeting is scheduled for October 22, 2001.
- c. Maintenance & Engineering - met September 20, 2001. Topic of discussion was escalator repairs at Muni, electronic retrofit of Breda cars. There was a presentation of current and future BART projects and station enhancements by Peter Albert, BART.
- d. Finance & Administration – meeting was scheduled for September 11, 2001, but was canceled due to the national tragedy. Next meeting scheduled October 9, 2001.
- e. Safety, Training & Accessibility – meeting scheduled for August 30, 2001 but due to scheduling conflicts this meeting had to be rescheduled to a later date.

10. Review committee tasks and agenda items for next meeting on November 1, 2001.

- ξ Presentation on Station Operations
- ξ One page report of the September Revenue Report

11. 11. Adjournment – 7:25 p.m.

NOTE: Documents distributed at this meeting:

- ξ September 6, 2001 Draft Minutes
- ξ CAC Information Requests
- ξ MTA CAC Policies & Procedures

90
90.3
1/01
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Meeting and Agenda

Thursday, November 1, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norm Rolfe

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norm Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Nia Crowder,
Linton Stables, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Art Cimento,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-4129 Voice (415) 554-4143 Fax

DOCUMENTS DEPT.

OCT 31 2001

SAN FRANCISCO
PUBLIC LIBRARY

17-31-21-12-22-2001

AGENDA

- 90
1. Call to Order/Roll Call 5:30
 2. Review and adopt minutes of October 4, 2001 5:35
(ACTION ITEM) (Attachments)
 3. Public Comment 5:40
 4. Report of the Chair (ACTION ITEM) 5:45
 5. Staff Report: Muni staff responds to previous questions from members. 5:55
(Paul Czechowicz)
 6. Presentations (DISCUSSION/ACTION ITEM) 6:00
 - a. Service Standards (3rd quarter, written report)
 7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:30
 8. Council Members' questions and comments (ACTION ITEM) 6:50
 9. Committee Reports: (ACTION ITEM): 7:00
 - a. Service Design & Marketing
Pending items: Marketing Plan, Hunters Point Service
Next meeting November 19, 2001, 401 Van Ness, Rm. 334, 5:30 PM
 - b. Service Reliability and Quality
Pending items:
Next meeting November 26, 2001, 401 Van Ness, Rm. 334, 5:30 PM
 - c. Maintenance and Engineering
Pending items:
Next meeting November 15, 2001, 1145 Market, 3:30 PM
 - d. Finance and Administration
Pending items:
Next meeting November 13, 2001, 401 Van Ness, Rm. 334, 5:30 PM
 - e. Safety, Training and Accessibility
Pending items:
Next meeting November 22, 2001
 10. Review Council tasks and agenda items. Next meeting scheduled 7:20
December 6, 2001
 11. Adjournment 7:30

Attachment(s)

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 47 Van Ness and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 47 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycle racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

"The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices."

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone; (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9540, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

F
90.3
2
/1/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

DRAFT MINUTES

Regular Meeting
Thursday November 1, 2001
5:30 P.M.
401 Van Ness Avenue, Room 334
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 5:35 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Bob Planthold, Norman Rolfe, Linton Stables, Dorris Vincent, Tom Wetzel

Members Absent: Art Cimento

Staff Present: Paul Czechowicz, Christine Butler

2. The minutes from the regular meeting of October 4, 2001 were adopted. It should be noted that David Pilpel made the last two comments under Item 8.
3. Public Comment: There was no public comment at this time.
4. Report of the Chair:
 - a. Mr. Stables noted that he will be attending the MTA Board meeting on November 26, 2001 and will present CAC recommendations at that time. He also noted that the Attendance Chart would be sent out in the package for the December meeting.
5. Staff Report:
 - a. Paul Czechowicz presented an overview of the CAC Staff Report and noted that the Timetable books were ready and available for members.
6. Presentations presented by Paul Czechowicz:
 - a. Service Standards (3rd quarter, written report) – Paul Czechowicz gave a brief overview on the Service Standards noting that there were improvements in schedule performance, system wide attendance, and unscheduled absences were reduced. He also noted that bus pass-ups are not noted unless citizens report them.

Comments:

- Tom Wetzel asked why are LRV and motor coach performances down? The response was on-time performance is noted, and there were more performances ahead of schedule.
- David Pilpel would like the report explained in more detail. Changes should be described in a quarterly report. Any item that misses the goal should be highlighted.
- Bob Planthold advised the Council about the evacuation drill scheduled November 18, 2001 and encouraged council members's participation. He also noted that the Transit Riders Conference is November 6, 2001, 10:00 – 3:00 PM at the San Jose Metro Airport Light Rail.

Linton Stables asked for public comment.

- A member of the public asked when will the quarterly report be distributed to the public. Paul Czechowicz advised that it is on the website.

7. Review of Outstanding CAC Information Requests

- a. The full committee discussed the outstanding information requests. New requests were made by members. (Reflected in Item 8 and in the Information Request Form).
- Note: Linton Stables, Chair acknowledged the presence of Michael T. Burns, General Manager. Mr. Burns thanked the Citizens' Advisory Council for their work. Mr. Stables advised that all of the senior staff are invited to the next regular meeting scheduled December 6, 2001.

8. Council Members' questions and comments:

- a. Tom Wetzel asked what is the plan for bringing the system into compliance with service standards?
- b. David Pilpel would like to discuss the LRV report. (Referred to Engineering & Maintenance Committee).
- c. David Pilpel advised that any public brochures, flyers, handouts should be received by the CAC.
- d. David Pilpel would like to receive a summary of meetings before they happen.
- e. David Pilpel would like to know if there is enough staff support for the CAC?
- f. Joan Downey asked when will the N-line replacement be completed and when will the website be updated?
- g. David Pilpel asked about the status of the DPT merger and what is the best way to deal with the merger?
- h. David Pilpel commented that some of the requests are old and they need to be answered?
- i. Bob Planthold commented that responsible staff needs to answer requests.
- j. Daniel Weaver commented that there should be a timeline when requests are answered. If response are not answered in a reasonable amount of time, responsible staff should be invited to come to a CAC meeting to answer requests.
- k. Joan Downey suggested putting requests on the server for staff to answer. Paul Czechowicz commented that it is better to send requests through email.
- l. David Pilpel suggested following the CAC monthly meeting to call Paul Czechowicz by Friday and requests given to staff no later than Tuesday of the following week.

9. Committee Reports:

- a. Service Design & Marketing – met October 29, 2001. Topics of discussion were: Marketing Plan with Marc Caposino, Marketing Director, service to Hunters Point/Naval Shipyard. Received the new timetable booklet. A new booklet will be produced for January 2002 signup. No recommendations made.
Pending items: Service changes and which ones have merit.

Next meeting: November 19, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

- b. Service Reliability & Quality – no quorum at last meeting scheduled October 22, 2001. Maria Williams discussed the PSR process.

Pending items: Cable car improvements, PSR process improvements.

Next meeting: November 26, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

- c. Maintenance & Engineering – met October 19, 2001. Mike Hursh discussed retrofit of the current Breda streetcars. Also discussed were escalator repairs at MUNI STATIONS ONLY owned by Bart (Van Ness, Church, Castro).

Pending items: Light Rail Fleet Management Plan

Next meeting: November 15, 2001, 1145 Market Street, 3:30 p.m.

- d. Finance & Administration – no quorum at last meeting scheduled October 9, 2001. Gigi Harrington, Deputy General Manager of Finance had an informal discussion regarding the impact of September 11, 2001 on Muni.

Pending items: Impact of events on September 11, 2001 on Muni, current year budget

Next meeting: November 13, 2001, 401 Van Ness, Rm. 334, 5:45 p.m.

- e. Safety, Training & Accessibility – met October 25, 2001. Maurice Wilson and Annette Williams presented an overview on the functions of the Safety & Training Department. Bruce Oka, Chair would like to move the meetings to the 2nd Thursday of each month. Also he would like to change the meeting place to 1145 Market Street. November meeting is canceled.

Pending items: none

Next meeting: December 13, 2001, 1145 Market Street, 3:00 p.m.

10. Review committee tasks and agenda items for next meeting on December 6, 2001.

- a. Presentation of Application Integration
- b. Introduction of senior staff and general discussion

11. Adjournment – 7:15 p.m.

Note: Documents distributed at this meeting:

- a. October 4, 2001 Draft Minutes
- b. CAC Information Requests
- c. Timetable booklet
- d. Staff report
- e. Service Standards, 1st quarter

90.3
1
2/6/01
2

**Municipal Transportation Agency
Citizens' Advisory Council
City & County of San Francisco**

Notice of Regular Meeting and Agenda

Thursday, December 6, 2001 at 5:30 PM
401 Van Ness Avenue, Room 334
San Francisco, CA

Members:

Sue Cauthen, Art Cimento, Nia Crowder, Joan Downey,
Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel,
Bob Planthold, Norman Rolfe, Linton Stables,
Dorris Vincent, Daniel Weaver, Tom Wetzel

Committees:

Service Design and Marketing

David Pilpel (Chair), Nia Crowder,
Ellen Hayes, Norman Rolfe, Dorris Vincent

Service Reliability and Quality

Joan Downey (Chair), Daniel Murphy,
Bruce Oka, Norman Rolfe

Maintenance and Engineering

Bob Planthold (Chair), Art Cimento, Nia Crowder,
Linton Stables, Tom Wetzel

Finance and Administration

Daniel Murphy (Chair), Sue Cauthen, Art Cimento,
Ellen Hayes, David Pilpel, Bob Planthold, Tom Wetzel

Safety, Training & Accessibility

Bruce Oka (Chair), Bob Planthold, Daniel Weaver

The MTA CAC may be contacted as follows:

Citizens' Advisory Council
Municipal Transportation Agency
401 Van Ness Avenue, Suite 334
San Francisco, CA 94102-4524
(415) 554-7313 Voice (415) 554-7606 Fax

DOCUMENTS DEPT

DEC - 4 2001

SAN FRANCISCO
PUBLIC LIBRARY

12-04-01A10:54 RCD

Disability Access

This meeting will be held in Room 334 (Conference Room) at 401 Van Ness Avenue, San Francisco, between McAllister and Grove Streets (the War Memorial Veterans' Building). From the first floor lobby, take either elevator to the 3rd floor, make a left, and enter through Room 334.

The meeting location is wheelchair accessible. The closest BART station is Civic Center, about four blocks from the meeting location. Accessible Muni lines nearest the meeting location are the 47 Van Ness and 49 Van Ness-Mission. The closest MUNI Metro stop is Van Ness station, where one can transfer to a 47 or 49. For more information about Muni accessible services, call (415) 923-6142.

There is accessible on-street vehicle parking available in the vicinity of the meeting location. A bicycle rack is located outside the main entrance to 401 Van Ness. The Civic Center Garage (entrance on the south side of McAllister Street, between Polk and Larkin Streets) includes bicycles racks in view of a parking attendant.

For assistance with special needs (large print agendas, sign language interpreters, etc.), call Christine Butler at least 72 hours in advance of need at (415) 554-7313.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the peoples' business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the peoples' review.

Written reports and background materials for calendar items are available for public inspection and copying at 401 Van Ness Avenue, Room 334, during regular business hours.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Donna Hall by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, San Francisco, CA 94102-4683; by phone (415) 554-7724; by fax (415) 554-7854 or by email at Donna_Hall@ci.sf.ca.us.

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from Ms. Hall or by printing Chapter 67 of the San Francisco Administrative Code on the Internet at <http://www.ci.sf.ca.us/bdsupvrs/sunshine.htm>.

Lobbyist Ordinance

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Administrative Code Sec 16.520-16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, contact the Ethics Commission at 1390 Market Street, Suite 701, San Francisco, CA 94102, telephone (415) 554-9540, fax (415) 703-0121, or visit their website at <http://www.ci.sf.ca.us/ethics/>.

AGENDA

1. Call to Order/Roll Call 5:30
2. Review and adopt minutes of November 1, 2001 5:35
(ACTION ITEM) (Attachments)
3. Public Comment 5:40
4. Report of the Chair (ACTION ITEM) 5:45
5. Staff Report (Paul Czechowicz) 5:55
6. Presentations (DISCUSSION/ACTION ITEM) 6:00
 - a. Introduction of Michael Burns, General Manager & Deputy General Managers, short discussion
 - b. Applications Integration presented by Gigi Harrington, Deputy General Manager, Finance & Administration
7. Review of outstanding CAC Information Requests (ACTION ITEM) 6:30
8. Council Members' questions and comments (ACTION ITEM) 6:50
9. Committee Reports: (ACTION ITEMS): 7:00
 - a. Service Design & Marketing
Pending items: Service Change Proposals, Outreach to Cultural Institutions
Next meeting December 17, 2001, 401 Van Ness, Rm. 334, 5:30 PM
Motion:
It is recommended that the public timetable book NOT be published for January 2002, but that publication resume for April 2002, continue at each signup where enough service and/or schedule changes or other factors warrant, and that the print run be reduced to the number of books that will likely be consumed (including a 10% increase).
 - b. Service Reliability and Quality
Pending items: Cable Car Service Improvements, PSR Process
Next meeting December 24, 2001, 401 Van Ness, Rm. 334, 5:30 PM
Motions:
Approve sending letter re: PSR process
Approve sending letter re: Cable car improvement recommendations
 - c. Maintenance and Engineering
Pending items: Light Rail Fleet Management Plan
Next meeting December 20, 2001, 1145 Market, 5th floor, 3:30 PM
 - d. Finance and Administration
Pending items: Fiscal Year 2001/02 and 2002/03 budget
Next meeting December 11, 2001, 401 Van Ness, Rm. 334, 5:45 PM
 - e. Safety, Training and Accessibility
Pending items:
Next meeting December 27, 2001, 1145 Market, 5th floor, 3:00 PM
10. Review Council tasks and agenda items. Next regular meeting January 3, 2002 7:20
Pending items: Office Space, Station Operations, Fiscal Year 2002/03 Budget
Meeting Proposition E. requirements
11. Adjournment 7:30

F
90.3
2
16/01

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

MINUTES

Regular Meeting
Thursday, December 6, 2001
5:30 P.M.
401 Van Ness Avenue, Room 207
San Francisco, CA

DOCUMENTS DEPT.

MAR 20 2003

SAN FRANCISCO
PUBLIC LIBRARY

1. Mr. Stables called the meeting to order at 5:30 p.m.

Members Present: Sue Cauthen, Nia Crowder, Joan Downey, Ellen Hayes, Daniel Murphy, Bruce Oka, David Pilpel, Norman Rolfe, Linton Stables, Dorris Vincent, Daniel Weaver

Members Absent: Art Cimento, Bob Planthold, Tom Wetzel

CAC Support Staff Present: Paul Czechowicz, Christine Butler

Other MTA Staff Present: Michael Burns, General Manager, Lisa Mancini, Chief Operating Officer, Andre Boursse, Manager, Contract Compliance. Deputy General Managers present: Paul Lovette (Acting DGM, Safety & Training), Gigi Harrington (Finance & Administration), Vincent Harris (Construction), Walt Streeter (Capital Planning & Legislative Affairs), Larry Williams (HR, Labor Relations & EEO).

2. The minutes from the regular meeting of November 1, 2001 were adopted with amendment to Item 4; (Mr. Stables attended the Board Meeting held on November 6, 2001, not November 26, 2001) and Item 6a: (Paul Czechowicz noted that few pass-ups were observed by traffic checkers during service hours but some were reported by patrons through the PSR process).
3. Public Comment: There was no public comment at this time.
4. Report of the Chair: Mr. Stables noted that he attended the MTA Board meeting on December 4, 2001 and made recommendations. They were received without comment. Linton Stables would like to schedule a facilities tour sometime in March or April.
5. Staff Report: The staff report was sent out with the packet for members to review, but was not reported on at this time.
6. Presentations:
 - a. Linton Stables introduced General Manager Michael Burns who introduced the rest of the senior staff. Public Relations Director Maggie Lynch was not in attendance. Mr. Burns would like to find ways that CAC and staff can work productively together. He then asked senior staff to introduce themselves to the Council, explain their job function, and their goals over the next 6 months.
 1. Lisa Mancini, Chief Operating Officer – focus is on performance standards.
Over the next 6 months the main focus will be to keep the quality of service up.

2. Walt Streeter, DGM, Capital Planning & Legislative Affairs – involved in capital planning and grants, handles the Marketing Program, Legislation, real estate, looking for revenue through joint development. 6 month focus: 3rd St. Light Rail, funding for capital projects.
3. Gigi Harrington, DGM, Finance & Administration – involved with budget, payroll, revenue and collection, accounting. 6 month focus: 2003 budget, staying within the FY2002 budget, Application Integration, Translink (Regional Fare Collection System).
4. Larry Williams, DGM, HR, Labor Relations & EEO – involved with workers compensation, EEO, employee services (drug/alcohol testing). 6 month focus: negotiating 2003 contracts with unions.
5. Vince Harris, DGM, Construction – involved with overseeing engineers, drafters, 57 current projects, improving and upgrading rail overhead, implementing 3rd Street project. 6 month focus: 3rd Street Light Rail, outreach for that project.
6. Paul Lovette, Acting DGM, Safety & Training – involved with safety (occupational/operating), security (POP, video surveillance), training (operators/supervisors, corporate, maintenance), administrative, mail distribution, reproduction. 6 month focus: California Public Utilities Commission Rail Safety Audit, Accident Reporting Program.
7. Andre Boursse, Manager, Contract Compliance – involved with accessible services, Paratransit Program, Fixed Route Program, Paratransit Program dealing with accessibility entrances to stations, platforms, bus routes. 6 month focus: Debit Card Program (passengers can use it for taxi service), PCC (Paratransit Coordinating Council), contract compliance, and monitoring implementation of minority women, women-owned businesses, disadvantaged businesses, and improving payments to women owned businesses.
8. Mr. Burns, General Manager spoke about other current projects including:
 - ξ Operating Budget is at \$450 million.
 - ξ Capital Projects – \$2 billion over 10 years.
 - ξ DPT Merger will occur by July 1, 2002.
 - ξ Continue to build teamwork, morale through MVV (Mission, Vision, Values) process.
 - ξ Continuous of acceptance of new rolling stock into the fleet. Muni Metro will have new Breda cars. New trolley buses will be coming into the fleet. 80 are in process at Pier 15. The public should start seeing a significant jump over the next 30 days.

Mr. Burns asked CAC members to introduce themselves to staff, who then answered some questions.

- ξ Sue Cauthen to Larry Williams – What are some of the issues for future contracts?

Prop. E. allows management to have more control over certain bargaining units. Currently in discussions with unions & DHR about transfer of functions.

- ξ Nia Crowder to Michael Burns – Are there staff overseeing DPT merger?

Michael Burns and Fred Hamdun are in the process of putting together a Task Force. The Parking and Traffic Commission will be replaced by the Municipal Transportation Agency Board. The task force will be high level. The purpose of the task force is to deal with questions that may arise.

- ξ Daniel Weaver commented on the X Plan. How will it make it through the review process?

SPUR, Planning Department & Transportation Authority have been involved in the X Plan. It is a vision plan for transportation in the City. A rough draft will be done by the end of the month for the public.

- ξ Dorris Vincent commented about construction on 3rd Street putting a strain on small businesses.

Vince Harris commented that a business plan is in the works and the Business Manager will be addressing such concerns.

- ξ Michael Burns commented on four issues regarding the 3rd Street Plan:

1. Maintaining access along 3rd Street during construction
2. San Francisco does not compensate businesses for loss of revenue. The goal is to make key businesses accessible.
3. The community would like local contractors to work on the job. Language has been put in the bid specifications.
4. The 3rd Street Bridge over Islais Creek will be out of service for 6 months during construction. We will be going back in January 2002 with a progress report.

- ξ Ellen Hayes to Walter Streeter – How much of the Muni budget will be allocated for all streetscape improvements?

Trees will be up and down the corridor.

- ξ Joan Downey to Michael Burns – Would the CAC be involved with the PSR process? She also commented that someone from the CAC should be on the Task Force for the DPT merger.

Michael Burns thought that would be a great idea.

- ξ Daniel Murphy – Should we expect to get the kind of service out of DPT when Prop. E. was adopted?

- ξ David Pilpel commented on staff resources and CAC expectations. He explained the CAC Information Matrix. Items shouldn't sit on the list for long periods of time. How are recommendations dealt with by staff?

Michael Burns commented that he would like the relationship between the CAC and Muni to be professional. He encouraged staff to make responses more of a priority.

- ξ Bruce Oka to Andre Boursse – Suggest doing a fast start up of the Debit Card Program. Also asked if the RFP has been issued?

Andre Boursse is working on the RFP and will be making a presentation to the Paratransit Coordinating Council (PCC) on that project.

- ξ Sue Cauthen – Asked about the bid process for 3rd Street Light Rail?
Michael Burns advised that the first mainline bids would be coming in 2 weeks.
- b. Applications Integration presented by Gigi Harrington, DGM, Finance & Administration. Ms. Harrington gave an overview of the Applications Integration Plan. Areas of discussion were:
1. Development Process comprised of the Muni Senior Management Team, Team Leaders, MNT & MM Team, Scheduling Team, Community Team, HR Team, Finance Team)
 2. Plan Projects – this integration plan spans from 2001 - 2005
 3. Major System Integration Areas

 - a. Maintenance – used to track and anticipate maintenance needs and costs.
 - b. Scheduling – made up of Long Range Planning, Data Collection, Operational Planning, Schedule Making, Runcutting & Rostering, PRS (customer information), Central Control, Maintenance, Daily Dispatch.
 4. Customer and Community Focus
 - a. Focus: Improve service reliability
 - b. Technology projects
 1. Nextbus
 2. Online ticket sales
 3. Muni internet redesign
 4. ADA improvements – Digital Voice Announcements
 5. TranStar
 6. Translink
7. Review of Outstanding CAC Information Requests will be discussed at the next regular meeting scheduled January 2, 2002. New requests were made by members (Reflected in Item 8 & the Information Requests Matrix).
8. Council Members' questions and comments:
- a. Sue Cauthen has proposals regarding service reliability, signage, and possibly routing of the 39 Coit. This item was referred to the Service Reliability & Quality Committee.
 - b. Nia Crowder noted that staff support at all subcommittee meetings is necessary. (Item #011206-1)
 - c. David Pilpel would like to know Muni's policy on security sign-in/sign-out logs used at various facilities. How long are these kept for? Who has access to them? In general, what is their purpose and is their use closely tied to that intended purpose? (Item #011206-2)
 - d. David Pilpel would like to know why have garbage cans been removed from Muni Metro platforms? What are passengers supposed to do with trash that would otherwise be deposited in such receptacles? Under what circumstances does Muni plan to return such trash cans to the platforms? (Item #011206-3)

- e. David Pilpel would like a list of Muni's non-revenue vehicles, including vehicle number and group or person assigned to. (Item #011206-4)
- f. David Pilpel would like to know the scope/cost and any other considerations regarding construction work needed to make all portions of the standard gauge surface rail system accessible to all standard gauge rail vehicles currently in Muni's fleet (i.e. eliminate structure, clearance, track, overhead, and signal constraints). (Item #011206-5)

9. Committee Reports:

- a. Service Design & Marketing – met November 19, 2001. Topics of discussion were: Service Planning, Schedules, Community & Public Relations & the Marketing Plan.

Motion: It is recommended that the public timetable book NOT be published for January 2002, but that publication resume for April 2002, continue at each signup where enough service and/or schedule changes or other factors warrant, and that the print run be reduced to the number of books that will likely be consumed (including a 10% increase). The motion was passed unanimously.

Next meeting: December 17, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: Service change proposals and which ones have merit.

- b. Service Reliability & Quality – met November 26, 2001.

Joan Downey presented the letters of recommendation regarding the Passenger Service Report (PSR) Process and Cable Car Service & Reliability. She advised that the committee has preliminary ideas on how the PSR process should be changed but would like staff response to these recommendations in order to come up with a final recommendation. There was brief discussion on the proposed letters. **Motion:** Approve sending letter re: PSR process. The motion was passed unanimously.

The second recommendation was regarding Cable Car Service & Reliability. Ms. Downey noted that Muni has a hard time getting drivers to sign up for cable car service because it is a very physical job. A higher wage rate was recommended as compensation for the increased physical labor and exposure to the elements.

Motion: Approve sending letter re: Cable car improvement recommendations. The motion was passed unanimously.

Next meeting: December 13, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

Pending items: PSR Task Force, Service & signage improvements to 39-bus route.

- c. Maintenance & Engineering – met November 15, 2001. Discussed cell phone usability in Muni Metro tunnels, status of retirement of Boeing SLRV's, delivery of Breda SLRV's and Light Rail Fleet Management Plan 2001 edition.

Next meeting: December 20, 2001, 1145 Market Street, 3:30 p.m.

Pending items:

- d. Finance & Administration – met November 13, 2001. Topic of discussion was the impact of September 11, 2001 on Muni, impact of BART settlement on Muni labor costs, current fiscal year budget, proposed MTA Budget Presentation Guidelines.

Next meeting: December 11, 2001, 401 Van Ness, Rm. 334, 5:45 p.m.

Pending items:

- e. Safety, Training & Accessibility – no meeting in November 2001. Bruce Oka, Chair reported on the meeting October 25, 2001.

Next meeting: January 10, 2002, 1145 Market Street, 3:00 p.m.

Pending items: Progress report on Evacuation Drill, Wayside Platform at CCSF.

- 10. Review committee tasks and agenda items for next meeting on January 3, 2002.
 - a. Presentation of Office Space
 - b. Introduction of senior staff and general discussion
- 11. Adjournment – 7:45 p.m.

Note: Documents distributed at this meeting:

- a. November 1, 2001 Draft Minutes
- b. CAC Information Requests
- c. Staff Report
- d. Applications Integration Plan
- e. Capital Planning & Legislative Affairs Rolling Agenda of Calendar Items
- f. Com**MUNI**cations memo
- g. Muni Major Capital Projects at a Glance

**Municipal Transportation Agency Citizens' Advisory Council
City and County of San Francisco**

AMENDMENT of MINUTES

Regular Meeting
Thursday, December 6, 2001
5:30 P.M.
401 Van Ness Avenue, Room 207
San Francisco, CA

During the Review and Adoption of Minutes of the March 7, 2002 Citizens' Advisory Council Regular meeting, the following correction to the Council's published minutes of December 6, 2002 was approved and adopted:

-
- ξ Ellen Hayes to Walter Streeter – How much of the Muni budget will be allocated for all streetscape imporvements?

Trees will be up and down the corridor.

9. Committee Reports:

- a. Service Design & Marketing – met October 29, 2001. Topics of discussion were: Marketing Plan with Marc Caposino, Marketing Director; service to Hunters Point/Naval Shipyard. Received the new timetable booklet. A new booklet will be produced for January 2002 sign up. No recommendations made.

Pending items: Service change proposals and which ones have merit.

Next meeting: November 19, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

- b. Service Reliability & Quality – no quorum at last meeting scheduled October 22, 2001. Maria Williams discussed the PSR process.

~~Pending items: Cable car improvements, PSR process improvements.~~

Next meeting: November 26, 2001, 401 Van Ness, Rm. 334, 5:30 p.m.

- c. Maintenance & Engineering – met October 19, 2001. Mike Hursh discussed retrofit of the current Breda streetcars. Also discussed were escalator repairs at MUNI Metro stations owned by BART (Van Ness, Church, Castro).

Pending items: Light Rail Fleet Management Plan

Next meeting: November 15, 2001, 1145 Market Street, 3:30 p.m.

- d. Finance & Administration – no quorum at last meeting scheduled October 9, 2001. Gigi Harrington, Deputy General Manager of Finance had an informal discussion regarding the impact of September 11, 2001 on Muni.

Pending items: Impact of events on September 11, 2001 on Muni, current year budget

Next meeting: November 13, 2001, 401 Van Ness, Rm. 334, 5:45 p.m.

- e. Safety, Training & Accessibility – met October 25, 2001. Maurice Wilson and Annette Williams presented an overview on the functions of the Safety & Training Department. Bruce Oka, Chair would like to move the meetings to the 2nd Thursday of each month. Also he would like to change the meeting place to 1145 Market Street. November meeting is canceled.

Pending items: none

Next meeting: December 13, 2001, 1145 Market Street, 3:00 p.m.

10. Review committee tasks and agenda items for next meeting on December 6, 2001.

- a. Presentation of Application Integration
b. Introduction of senior staff and general discussion

11. Adjournment – 7:15 p.m.

Note: Documents distributed at this meeting:

- a. October 4, 2001 Draft Minutes
b. CAC Information Requests
c. Timetable booklet
d. Staff report
e. Service Standards, 1st quarter 2001-02

